



Standards Document 14, version 7

Guidance for Examiners and Information for Pilots of Single Pilot Aeroplanes

**Class, Type and Instrument Rating Skill Tests and Proficiency
Checks** [Excluding single-pilot high performance complex aeroplanes]

EASA Aircrew Regulation
Annex 1 – Part-FCL
Subparts G and H

CONTENTS

Foreword

Editorial changes from v6

Glossary of Abbreviations and Terms

Part 1 General Information

Part 2 Definitions

Part 3 Examiner Requirements and Certification to Conduct Tests and Checks

Part 4 Revalidation and Renewal Requirements and Refresher Training

Part 5 Checking of Applicants' Licences

Part 6 Revalidation by Experience

Part 7 Skill Test and Proficiency Check Schedules

Part 8a Instrument Rating Revalidation and Renewal

Part 8b En route instrument rating revalidation and renewal

Part 9 Cross Crediting of the IR

Part 10 IMC Rating Revalidation and Renewal

Part 11 Forms

Part 12 Skill Tests and Proficiency Checks - Conduct, Assessment and Administration

Part 13 Flight Simulation Training Devices

Part 14 Multi-Pilot Operations in Aeroplanes Certified for Single Pilot Operation

Part 15 CRM and Single Pilot Resource Management

Appendices

Appendix 1 - Test and Check Schedule and Assessment Criteria

Appendix 2 - Test and Check Tolerances

Appendix 3 - Cross Crediting the IR

Appendix 4 - Refresher Training

Foreword

This document provides guidance on the requirements for the issue, revalidation and renewal of class and type ratings for single pilot aeroplanes. For type ratings on aeroplanes classified as single-pilot high performance complex aeroplanes (SP HPCA), see CAA Standards Document 24 (A). Additionally, this document provides guidance on the revalidation and renewal of single pilot instrument ratings and the en route instrument rating (EIR). Standards Document 14 is intended as a reference document for pilots, instructors and examiners and offers guidance on the administrative procedures required to obtain and maintain piloting privileges in single pilot aeroplanes following licence issue, and to ensure that the manner in which skill tests and proficiency checks are conducted is standardised across the aviation community.

Tests and checks conducted in aeroplanes certified for single-pilot operation but operated multi-pilot and subject to operator proficiency checks (OPC) as required by EU-OPS and Commission Regulation EU 965/2012 for Air Operations are also covered in this document (except SP HPCA).

The Civil Aviation Authority is the competent authority of the UK for the issue of pilot licences, ratings and certificates in accordance with the Aircrew Regulation (Commission Regulation (EU) 1178/2011 as amended) and for the oversight of their implementation and use. In fulfilling this role, the CAA is required to provide oversight documentation, including guidance documents, guidance material and acceptable means of compliance that may be used by relevant personnel and organisations to allow them to perform their tasks, discharge their responsibilities and establish compliance with the Basic Regulation (Commission Regulation (EU) 216/2008).

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.

This document and other Civil Aviation Authority (CAA) Standards or Guidance Documents are available on the CAA web site at: www.caa.co.uk/standardsdocuments

These may be downloaded without charge. The CAA Scheme of Charges, application and report forms are also available from the website at www.caa.co.uk.

If, after reading this document, there are any queries or comments, please contact CAA Flight Crew Standards at the CAA Safety and Airspace Regulation Group.

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Editorial Changes from v6

Standards Document 14 v7 has been amended to reflect changes to the format, content and intended use of certain CAA application and report forms introduced since 17th September 2012; in particular forms SRG 1119 and SRG 1157. These changes will be found principally in Parts 6, 11 and 12. In addition, the limitation of three years for examiners to certify renewal of class, type and instrument ratings “in the field” has been removed and the guidance on cross crediting IR privileges has been amended in Part 9 and Appendix 3. Commission Regulation (EU) 245/2104 introduced the en route instrument rating (EIR). Guidance has been added on the requirements to revalidate or renew the EIR.

Glossary of Abbreviations and Terms

AoC	Assessment of Competence
AI or ADI	Attitude Indicator or Attitude Direction Indicator
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AMC	Acceptable Means of Compliance
ANO	Air Navigation Order
APV	(Instrument) Approach with Vertical Guidance
ATC	Air Traffic Control
ATO	Approved Training Organisation
ATPL	Airline Transport Pilots Licence
CDFA	Continuous Descent Final Approach
CPL	Commercial Pilot Licence
CRE	Class Rating Examiner
CRE/IRR	Class Rating Examiner with Instrument Rating Revalidation/Renewal privileges
CRI	Class Rating Instructor
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
DA/H	Decision Altitude/Height
EASA	European Aviation Safety Agency
EFATO	Engine Failure After Take-Off
EIR	En route Instrument Rating
EU-OPS	European Union Requirements - Commercial Air Transport (Aeroplanes)
FCS	CAA Flight Crew Standards
FEH	Flight Examiners Handbook
FE (CPL)	Flight Examiner Commercial Pilot Licence (Aeroplanes)
FE (PPL)	Flight Examiner Private Pilot Licence (Aeroplanes)
FI	Flight Instructor
FIE	Flight Instructor Examiner
FNPT or FNPT II	Flight Navigation Procedures Trainer
FS or FFS	Flight Simulator or Full Flight Simulator
FSTD	Flight Simulation Training Device
FTO	Flight Training Organisation
GE	Ground Examiner
GPS	Global Positioning System
GM	Guidance Material
GNSS	Global Navigation Satellite System

HPA	High Performance Aeroplane
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
L&TS	CAA Licensing & Training Standards
LNAV	Lateral Navigation
PC	Proficiency Check
ST	Skill Test
L&TS	Licensing and Training Standards
MDA/H	Minimum Descent Altitude/Height
ME	Multi-Engine
MEP	Multi-Engine Piston Aeroplane
MP or MPA	Multi-Pilot or Multi-Pilot Aeroplane
OPC	Operator Proficiency Check
Part FCL	EASA Aircrew Regulation - Annex 1 – Part-FCL
Proficiency Check	Demonstration of skill for the revalidation or renewal of a licence or rating, including oral examinations as may be required.
RF	Registered Facility
RNAV	Area Navigation
RT or RTF	Radiotelephony
RTC	Regional Test Centre
RTO	Rejected Take-off
SE	Single-Engine
SEP	Single-Engine Piston Aeroplane
SET	Single-Engine Turboprop Aeroplane
Skill Test	Demonstration of skill for the issue of a licence or rating
SP or SPA	Single-Pilot or Single-Pilot Aeroplane
SP HPCA	Single-pilot high performance complex aeroplane
TEM	Threat and Error Management
TMG	Touring Motor Glider
TRE	Type Rating Examiner
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VNAV	Vertical Navigation

Part 1 - General Information

- 1.1 Important note: Version 6 of CAA Standards Document 14 was completely rewritten to reflect the revised requirements of the EASA Aircrew Regulation, specifically Part-FCL for the issue, revalidation and renewal of class and type ratings for single-pilot aeroplanes and the revalidation and renewal of single-pilot instrument ratings. All references to JAR-FCL were removed. The various Annexes of the Aircrew Regulation, including Annex I, Part-FCL may be found on the EASA website at: <http://www.easa.europa.eu/regulations/regulations-structure.php>
- 1.2 The purpose of this document is to expand upon the basic requirements of EASA Part-FCL and to give guidance on the procedures to be followed in order to gain, retain and continue to exercise piloting privileges in EASA aircraft and non-EASA aircraft (otherwise known as Annex II aircraft) under the privileges of an EASA pilot licence. Information for pilots seeking to operate non-EASA aircraft under the privileges of National pilot licences will be promulgated elsewhere.
- 1.3 Throughout this Document the following editorial practices and definitions shall apply:
- "Shall" and "Must" are used to indicate a mandatory requirement.
 - "Expect" and "Should" are used to indicate strong obligation.
 - "May" is used to indicate discretion.
 - "Examiner" is used to indicate a person who is certified to conduct the appropriate skill test, proficiency check or assessment of competence, either by the UK CAA or by the competent authority of another EASA member state, and who has received a briefing from the CAA in accordance with FCL.1015.
 - "Applicant" is used to indicate a person who is seeking the issue, revalidation or renewal of a pilot licence, certificate or rating.
 - "He/She." The pronoun 'he' is used throughout for ease of reading.

Part 2 - Definitions

- 2.1 A **Skill Test** is a demonstration of knowledge and skill for licence or rating issue, including such oral examination as may be required.
- 2.2 A **Proficiency Check** is a demonstration of knowledge and skill to revalidate or renew ratings, and include such oral examination as may be required.
- 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 privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

Part 3 - Examiner Requirements and Certification to Conduct Tests and Checks

- 3.1 The UK Civil Aviation Authority (CAA) grants flight crew licences, ratings and certificates in accordance with ICAO and the EASA Aircrew Regulation. The CAA must ensure that the applicant has qualified by reason of knowledge, experience, competence and skill, and is physically and mentally fit to act in the capacity to which the licence, rating or certificate relates. The CAA will issue examiner certificates to suitably experienced, qualified and trained persons of integrity to conduct, on its behalf, skill tests and proficiency checks.
- 3.2 An examiner's authority is derived from the EASA Aircrew Regulation and the Air Navigation Order (ANO) and examiners, when conducting tests and checks, are administering European and UK statute law in the interest of the safety of civil aviation.

- 3.3 For the Skill Tests for the issue of a Class, Type or Instrument Rating, examiners will be designated in accordance with ARA.FCL.205 and current CAA procedures. These procedures are promulgated by Information Notice.
- 3.4 Examiners must:
- Hold an equivalent licence, rating or certificate to the one(s) for which they are authorised to conduct skill tests, proficiency checks or assessments of competence.
 - Hold the privilege to instruct for that licence, rating or certificate.
 - 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.
 - Have met the flying experience and instructional experience requirements for examiner certification as specified in EASA Part-FCL Subpart K and CAA Standards document 21.
 - Have completed an approved course of examiner training and standardisation and passed an assessment of competence with an inspector of the authority or a senior examiner appointed by the authority for that purpose.
 - In the case of MEP aeroplanes, in addition to holding a valid class rating, examiners must be in current flying practice on the type being used on any flight test, or must have received differences training or a proficiency check on that type within the previous 2 years.
 - In the case of SEP aeroplanes, in addition to holding a valid class rating, examiners must have completed differences training if testing on a different variant within the class.
 - Hold a valid medical certificate.
 - Examiners should be prepared to present evidence of their credentials (licence, ratings and examiner certificate) to applicants upon request.
- 3.5 There are numerous test and check scenarios, each requiring the examiner to hold certain privileges. It is the examiner's responsibility to ensure that he is suitably qualified and certified to conduct each test or check and sign, where appropriate, certificates for revalidation and renewal. If in doubt examiners must refer to their Examiner Authorisation Certificate issued by the CAA (or their National Competent Authority). Further guidance for certified examiners is available in the CAA Flight Examiners' Handbook (FEH).
- 3.6 UK certified examiners should note that it is their responsibility to notify the CAA Head of Flight Crew Standards of any changes to their circumstances that may affect the validity of their certification and the privileges attached.
- 3.7 Examiners are reminded that they may not conduct skill tests, proficiency checks or assessments of competence for an applicant for whom the competent authority is not the same that issued the examiner's certificate, unless they have informed the competent authority of their intent and have received a briefing on national administrative procedures in accordance with FCL.1015. This briefing might include, for example, a requirement that the ratings page of the applicant's licence is not signed by the examiner, but returned to the authority for endorsement. An EASA Examiner Differences Document containing concise information on specific requirements for each member state is available on the EASA website.

Part 4 - Revalidation and Renewal Requirements and Refresher Training

- 4.1 EASA Part-FCL.740 and FCL.625 define the periods of validity within which EASA aircraft class and type ratings and instrument ratings may be revalidated. Beyond that period ratings are to be renewed. Generally, single-pilot single-engine class ratings are valid for 2 years. All other class and type ratings and instrument ratings are valid for one year.
- 4.2 The normal period (or "window") for revalidation of a rating by proficiency check is 3 months preceding the expiry date of the rating. In certain circumstances an applicant may elect to take a proficiency check early i.e. before the 3 month revalidation period. It must be understood however, that this will result in the forfeit of the remaining validity period.

- 4.3 EASA authority requirements (ARA.FCL.215) permit the national authority, or an examiner specifically authorised by the authority, to extend the validity period of a rating or certificate to the end of the relevant month. When revalidating or renewing a rating or certificate, the UK CAA grants all examiners certified by the CAA the authority to extend the validity period of that rating or certificate to the end of the relevant month. This should only have to happen once; provided the rating or certificate remains valid the revalidation date will thereafter be the last day of that month.
- 4.4 **Class and Type Ratings**
Where a class or type rating has expired, and the applicant is seeking to renew the rating, FCL.740 states that the applicant shall take refresher training at an ATO, when necessary to reach the level of proficiency to operate the relevant class or type of aircraft safely; and pass a proficiency check. This does not imply that refresher training is always required when a class or type rating has expired. The amount and nature of the refresher training depends upon a number of factors including the applicant's experience, the complexity of the aircraft and the time elapsed since the rating expired. For example, an experienced and competent pilot who has been in fairly regular flying practice but due to an oversight failed to revalidate the rating within its validity period, should be capable of undertaking a proficiency check to renew the rating without requiring refresher training. Alternatively, an inexperienced pilot who has not operated the type or variant for several months or more should expect to undertake a number of training sessions. If the type or variant is particularly complex or presents some challenging handling characteristics, or has not been operated for three years or more, the refresher training might reflect the training provided for initial issue of the rating. Further guidance is in AMC 1 FCL.740(b)(1) and reproduced in this document at Appendix 4.
- 4.5 If a class or type rating is still valid and is included in Section XII on page 4 of a pilot's licence, it may be revalidated by experience or proficiency check as applicable. An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.
If a class or type rating has expired but is still included in Section XII on page 4 of a pilot's licence, it may be renewed by proficiency check. An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.
If a class or type rating has expired and has been removed from Section XII on page 4 of a pilot's licence and appears on the reverse page of the licence as a rating previously held; the rating may still be renewed by proficiency check. In this instance however, an examiner may not sign the certificate of revalidation included in the licence. The application must be submitted to the CAA and the applicant's licence will be re-issued with the rating restored to Section XII on page 4 and an entry made in the certificate of revalidation indicating the new validity date. A fee will apply in accordance with the current scheme of charges.
- 4.6 **Class and Type rating renewal requirements for pilots who hold a valid rating for the same class or type on a non-EASA licence.**
The UK CAA has issued an exemption such that where a pilot holds a valid aircraft rating in a non-EASA licence of the same class or type that is to be renewed in the UK CAA issued EASA licence, the pilot must pass the proficiency check but is not required to undergo training at an ATO. See Information Notice 2014/170, 2014/054 and CAP804 for further information.
- 4.7 **Instrument Ratings (and EIR)**
If an instrument rating has expired and an applicant is seeking to renew the rating, FCL.625.IR states that the applicant shall go through refresher training at an ATO to reach the level of proficiency needed to pass the instrument element of the skill test in accordance with Appendix 9 of Part-FCL. Further guidance is in AMC 1 FCL.620(c) and reproduced in this document at Appendix 4. If an EIR has expired, the applicant is required to complete refresher training provided by an instructor qualified to instruct for the IR(A) or EIR to reach the level of proficiency needed and pass a proficiency check.
- 4.8 If an instrument rating (or EIR) is still valid and is included in Section XII on page 4 of a pilot's licence, it may be revalidated by proficiency check (or, for the EIR, by experience and a training flight with an instructor). An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.

If an IR (or EIR) has expired but is still included in Section XII on page 4 of a pilot's licence, it may be renewed by proficiency check. An examiner may sign the certificate of revalidation included in the licence. No fee is due to the CAA.

If an instrument rating (or EIR) has expired and has been removed from Section XII on page 4 of a pilot's licence and appears on the reverse page of the licence as a rating previously held; the rating may still be renewed by proficiency check. In this instance however, an examiner may not sign the certificate of revalidation included in the licence. The application must be submitted to the CAA and the applicant's licence will be re-issued with the rating restored to Section XII on page 4 and an entry made in the certificate of revalidation indicating the new validity date. A fee will apply in accordance with the current scheme of charges.

4.9 Where an instrument rating (or EIR) has not been revalidated or renewed within the preceding 7 years, irrespective of whether the rating is included in Section XII on page 4 of a pilot's licence, the holder will be required to pass again the IR (or EIR) theoretical knowledge examination and IR skill test (or EIR proficiency check as applicable). The 7 year period commences from the date the IR (or EIR) has expired. The applicant's licence must be returned to the CAA for administrative action. A fee will apply in accordance with the current scheme of charges.

4.10 **IR Renewal requirement for pilots who hold or have held an IR on another licence or a UK Military Green Rating**

The UK CAA has issued an exemption such that where a pilot holds or has held an Instrument Rating issued by a third country and that rating is compliant with Annex I to the Convention on International Civil Aviation, the applicability of FCL.625 IR(c) and (d) may be based on the validity dates of the Instrument Rating of that other country. The effect of this exemption is that to renew the IR on a UK issued licence:

- (i) a pilot with a current and valid 3rd country IR shall complete the revalidation requirements of FCL.625(b) and the aircraft category specific requirements for revalidation of the Part-FCL IR; meaning that he must pass the proficiency check, but is not required to undergo training or to re-take the theoretical knowledge examinations; or
- (ii) a pilot who held a 3rd country IR that is no longer valid but had been revalidated or renewed within the preceding 7 years shall comply with the renewal requirements of FCL.625 IR(c), but is not required to re-take the theoretical knowledge examinations.

The UK CAA has published equivalent terms for holders of a United Kingdom Military unrestricted Green Instrument Rating. Refer to CAP 804 for full information.

4.11 With the exception of paragraphs 4.6 and 4.10 above, in all cases where a class, type or instrument rating has expired, irrespective of whether or not refresher training is required or deemed necessary, the application to renew the rating shall be accompanied by a certificate from an ATO specifying the training provided. Where no refresher training was deemed necessary or undertaken, the certificate may state, "no training required."

Part 5 - Checking an Applicant's Licence

5.1 Before agreeing to undertake any test or check or make any entry in an applicant's licence, examiners should check that licence. Guidance on the format and content of EASA licences is in CAP 804 and the FEH.

5.2 Typical discrepancies include:

- The applicant's address has permanently changed;
- The applicant has not signed the licence or medical certificate;
- The licence is no longer valid (e.g. JAR-FCL licence with 5 year validity);
- The rating or certificate for which revalidation/renewal action is being sought is not listed in the ratings section XII on page 4 of the licence;

- The rating or certificate has certain limitations associated with it (e.g. an IR restricted to single-engine aeroplanes, or a single pilot type rating restricted to multi-pilot operations) but the applicant is requesting to revalidate the rating or certificate without restriction.
- The applicant is seeking to revalidate a rating or certificate that has lapsed, and which therefore needs renewing. This might also require refresher training at an ATO before renewal may take place.
- The applicant has a language proficiency endorsement in the licence with a validity date that has expired. In this case, the applicant will require a re-evaluation of language proficiency before being able to exercise the privileges of the licence (FCL.055 refers)

5.3 If the validity of an applicant's licence, or the rating(s) and certificate(s) attached to that licence is in doubt, the examiner must refer the matter to the CAA.

Part 6 - Revalidation by Experience

6.1 The following EASA aeroplane class ratings may be revalidated by experience: Single Engine Piston (SEP) class rating and Touring Motor Glider (TMG) class rating. This is an administrative exercise where the examiner checks the applicant's experience in accordance with FCL.740.A (paragraphs 6.2 to 6.6 below) and, if satisfied that the applicant meets the requirements, completes the administrative procedures at paragraph 6.7. There is no fee due to the CAA when an examiner certifies revalidation by experience. Whether or not examiners elect to charge a personal fee for this service is discretionary.

6.2 In order to revalidate SEP and TMG class ratings by experience an applicant shall:

- Within the 12 months preceding the expiry of the rating, complete 12 hours flight time in the relevant class (a single- engine piston aeroplane if SEP rating held, a touring motor glider if TMG rating held or either if both ratings are held), including:
 - 6 hours as pilot in command;
 - 12 take-offs and 12 landings; and,
 - A training flight of at least one hour with a Flight Instructor (FI) or Class Rating Instructor (CRI). Note that this means an FI or CRI holding a valid EASA instructor certificate. Note also that the UK CAA has filed an alternative acceptable means of compliance to FCL.740.A such that this requirement may be satisfied if the applicant receives instruction totalling at least one hour from the same instructor in the course of a maximum of three flights. This is to cater, for example, for aerobatic flight training where the duration of each flight may be limited, or for training flights that are curtailed due to deteriorating weather conditions. 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.

6.3 The training flight may be included in the requirement for 12 hours flight time. The training flight is NOT a skill test or proficiency check and there is no set schedule or profile. The intention is to encourage pilots to undertake periodic recurrent or refresher training with an instructor, to revise existing skills and knowledge and further develop their competence, confidence and qualifications. It should be seen as an opportunity for pilots to:

- Brush up on existing skills and knowledge, including pre-flight planning and preparation;
- Revise infrequently flown exercises, including the handling and management of abnormal or emergency procedures;
- Learn something new, both in the air and on the ground.
- Refresh their knowledge and understanding of the rules and regulations applicable and relevant to their normal operations.

For some, it might be appropriate to revise exercises such as stall avoidance and the recognition and recovery from stalls in various configurations and stages of flight, or steep turns, circuits and forced landings; particularly if the pilot has not practised these for some time. For others, it may be more beneficial to revise navigation, instrument flight, aerobatics or emergency procedures, or learn how to use onboard equipment such as GPS more effectively. Basically, the instructor should discuss the content of the flight with the pilot beforehand and tailor it to suit the pilot's needs. Following the flight the instructor will be expected to sign the pilot's logbook. This is a UK CAA requirement to indicate that the instructional flight was completed safely and that it meets the requirements for revalidation of a SE class rating by experience. Remember that an examiner will subsequently be asked to sign the certificate of revalidation in the pilot's licence based upon the instructor's signature for this flight and logbook evidence of experience. Therefore, if having flown with a pilot, an instructor considers that the pilot is unsafe and that additional training is advisable, the pilot must be debriefed accordingly. In this case the instructor may decline to sign the pilot's logbook.

- 6.4 As indicated at 6.2 above, the training flight may be replaced by any other class or type rating proficiency check or skill test in any other class or type of aeroplane.
- 6.5 All revalidation requirements, including administrative action by the examiner, must be completed within the period of validity of the rating, otherwise the rating will have lapsed and renewal action will be required. Examiners are not permitted to back-date licence entries after a rating has lapsed. It is the licence holder's responsibility to ensure that revalidation requirements are met.
- 6.6 Where valid SEP and TMG ratings are both held, these may be revalidated in either class of aeroplane. Note that flight time in aircraft classified as Sailplanes or Microlights does not count towards the revalidation of SEP or TMG class ratings. Similarly, time accrued in self launching motor gliders (SLMG) that are not also classified as a TMG (i.e. aircraft with retractable engines or propellers) may not be used to revalidate SEP and TMG ratings.
- 6.7 Examiners are required to:
- Identify that the training flight(s) was (were) conducted within the appropriate period;
 - Ascertain that the required experience has been met;
 - Complete and sign the certificate of revalidation in the applicant's licence;
 - Check the applicant's details and complete an examiner's report (SRG 1157 for land planes and SRG 1157S for seaplanes) indicating revalidation by experience. If no licensing action is required by the CAA no further forms are required. Page 1 of Form SRG 1157 should be returned to the CAA and Page 2 retained by the examiner. If licensing action is required by the CAA or a fee is due to the CAA the applicant should also complete and submit an application Form SRG 1119E.

Part 7 - Skill Test and Proficiency Check Schedules

- 7.1 Skill test and proficiency check schedules for the issue, revalidation and renewal of single pilot class ratings and type ratings and the revalidation and renewal of single pilot instrument ratings, are listed at Appendix 9 to EASA Part-FCL. The schedules for single pilot aeroplanes (except single-pilot high performance complex aeroplanes) are reproduced on CAA Form SRG 1157. Skill test and proficiency check schedules use a similar sequence of sections and items, and the examiner will determine, using the guidance below and at Appendix 1 to this document, the particular sections and items to include in each test or check.

Section 1	Departure
Section 2	Airwork (VMC)
Section 3A	En-route Procedures VFR
Section 3B	Instrument Flight
Section 4	Arrival and landings

Section 5	Abnormal and Emergency Procedures
Section 6	Simulated Asymmetric Flight

- 7.2 There is provision in EASA Part-FCL for tests and checks in single-pilot aeroplanes to be performed in a multi-pilot operation. Generally this is only applicable where the aircraft is being operated in a formally regulated multi-pilot environment in accordance with EU-OPS (Commission Regulation EU 965/2012 for Air Operations). Further guidance is at paragraph 14 in this document and CAA Standards Document 24 for SP HPCA.

The Skill Test

- 7.3 In this context, a skill test is a demonstration of knowledge and skill for the inclusion of a new class or type rating in the pilot's licence. The schedule for all class rating skill tests and skill tests for single-pilot aeroplane type ratings (except those classified as high performance complex aeroplanes) includes sections 1, 2, 3(A or B), 4 and 5, plus section 6 if the test is conducted in a multi-engine aeroplane. The starred items (*) of section 3B and, for multi-engine aeroplanes section 6, shall be flown solely by reference to instruments if revalidation or renewal of an IR is included in the skill test. If the starred items(*) are not flown solely by reference to instruments, and when there is no cross-crediting of instrument rating privileges in accordance with Appendix 8 to EASA Part-FCL (see also Part 9 and Appendix 3 to this document), the type or class rating will be restricted to VFR only.
- 7.4 The applicant for a class or type rating skill test shall pass a theoretical knowledge examination. For single engine aircraft the theoretical knowledge examination shall be conducted verbally by the examiner to determine whether or not a satisfactory level of knowledge has been achieved by the applicant. For multi-engine aeroplanes and high performance aeroplanes, a written theoretical knowledge examination is required upon completion of the training at the ATO. However, this does not preclude the examiner from conducting a verbal examination during the skill test to check understanding and ascertain the level of knowledge of the applicant.
- 7.5 The recommended test tolerances are at Appendix 2.
- 7.6 The following table is included as a guide to the likely duration (flight time) of skill tests, but does not take into account factors such as the relative complexity of the aircraft, local airfield and airspace procedures, ATC delays or specific examiner requirements:

Skill test for class or type rating	1 hour
Class or Type rating skill test combined with IR revalidation or renewal	1.7 hours

The Proficiency Check

- 7.7 In this context a proficiency check is a demonstration of knowledge and skill to revalidate or renew ratings (class, type, instrument and EIR) that are already held by the pilot. There are various proficiency check schedules depending on whether the applicant wishes to revalidate or renew an IR or EIR only, a class or type rating only, or a class or type rating combined with an IR or EIR.
- 7.8 **IR only:**
The applicant shall complete section 3B, those parts of section 1 relevant to the intended flight and, for multi-engine aeroplanes, section 6. The starred (*) items shall be flown solely by reference to instruments. An oral examination is not mandatory but the examiner may wish to check knowledge and understanding and clarify some points by oral questioning. This confers no credit for the sections and items required for a class or type rating proficiency check flown on a separate occasion.
- 7.9 **EIR only:**
The applicant shall complete the proficiency check schedule in accordance with AMC1 FCL.825 (e);(g).

7.9 Class or type rating only:

The applicant shall complete sections 1, 2, 3A, 4 and 5, plus section 6 if the check is conducted on a multi-engine aeroplane. An oral examination is not mandatory but the examiner may wish to check knowledge and understanding and clarify some points by oral questioning. For type and ME class ratings, section 3A may be omitted if the applicant demonstrates logbook evidence of 10 route sectors as pilot of the relevant type or class of aeroplane, or one route sector as pilot of the relevant type or class of aeroplane or flight simulator flown with an examiner during the period of validity of the rating. A route sector is considered to be a take-off, departure, cruise of not less than fifteen minutes, arrival, approach and landing.

7.10 Class or type rating plus IR or EIR:

Where the class or type rating proficiency check is combined with an IR proficiency check, the applicant shall complete sections 1, 2, 3B, 4 and 5, plus section 6 if the check is conducted on a multi-engine aeroplane. The check should be accomplished under IFR. The starred (*) items of section 3B and, if applicable, section 6 shall be flown solely by reference to instruments. An oral examination is not mandatory but the examiner may wish to check knowledge and understanding and clarify some points by oral questioning. Where the class or type rating proficiency check is combined with an EIR proficiency check, the applicant shall complete sections 1, 2, 4 and 5, plus section 6 if the check is conducted in a multi-engine aeroplane, and the EIR check schedule at AMC1 FCL.825(e);(g).

7.11 Further notes and guidance on the proficiency check schedule and standards are at Appendix 1.

7.12 The recommended test and check tolerances are at Appendix 2.

7.13 The following table is included as a guide to the likely duration (flight time) of proficiency checks, but does not take into account factors such as the relative complexity of the aircraft, local airfield and airspace procedures, ATC delays or specific examiner requirements:

Proficiency check for class or type rating	1 hour
IR or EIR revalidation or renewal (as a stand-alone event)	1.2 hours
Class or type rating proficiency check combined with IR or EIR revalidation or renewal	1.7 hours

Part 8a - Instrument Rating Revalidation and Renewal

8.1 The IR is valid for one year and may be revalidated by proficiency check in the three months preceding the expiry date. If an IR has expired, the applicant is required to undertake refresher training at an ATO to reach the level of proficiency required to pass a proficiency check. There are no mandatory requirements for the nature, duration or content of this refresher training as every pilot will present with different levels of experience and competence (see also Part 4 above). There are however, recommended refresher training requirements (AMC 1 FCL.625(c)). These are reproduced at Appendix 4. In all cases where an IR has expired, irrespective of whether or not refresher training is required or deemed necessary, the application to renew the rating shall be accompanied by a certificate from the ATO specifying the training provided. Where no refresher training was deemed necessary or undertaken, the certificate may state, "no training required."

8.2 If the IR has not been renewed or revalidated in the preceding 7 years, notwithstanding that it may still be listed in Section XII on Page 4 on the front of the licence, the applicant is required to pass again the IR theoretical knowledge examinations and the IR skill test. The 7 year period commences from the date the IR has expired. In these circumstances, an Instrument Rating Examiner (IRE) is required to conduct the skill test.

8.3 An FNPT II or full flight simulator representing the relevant class or type of aeroplane may be used to **revalidate** an IR as a stand-alone event, i.e. when not combined with a class or type rating, but at least each alternate proficiency check shall be performed in an aeroplane. An IR

may be revalidated or renewed as part of a combined type rating skill test or proficiency check in an appropriately qualified full flight simulator. Variation of an examiner's certificate may be required in order to conduct IR revalidation or renewal in flight simulation training devices. The CAA FEH contains further guidance.

8.4 Examiners and applicants are to be aware of the following restrictions on IR revalidation and renewal and IR privileges in general:

- An IR valid for use in single-pilot aeroplanes (IR-SPA) must be revalidated or renewed in a single-pilot aeroplane.
- An IR with a limitation restricting privileges to single-engine aeroplanes (IR-SPA-SE) must be revalidated or renewed in a single-engine aeroplane. In order to remove the limitation, the applicant must complete an approved course of training at an ATO and pass an IR skill test with an IRE in a multi-engine aeroplane.
- An IR valid for multi-engine aeroplanes must be revalidated in a multi-engine aeroplane to retain ME IR privileges (IR-SPA-ME). If revalidated or renewed in a single-engine aeroplane the rating will be restricted to SE aeroplanes only (IR-SPA-SE).
- A multi-pilot IR is type specific and does not confer IR privileges in other multi-pilot aeroplanes or single-pilot aeroplanes. However, credit may be available towards the IR section of a proficiency check in a single-pilot aeroplane (See paragraph 9 below).
- A single-pilot IR is not valid on multi-pilot aeroplanes.
- An IR associated with a single pilot high performance complex aeroplane is type specific and does not automatically confer IR privileges in other single-pilot aeroplanes. However, credit may be available towards the IR section of a proficiency check in another type or class of single-pilot aeroplane.

Part 8b – En route Instrument Rating Revalidation and Renewal

8.5 The EIR is valid for one year. For EIR revalidation and renewal the applicant shall pass the proficiency check in accordance with the schedule at AMC1 FCL.825(e);(g) within a period of three months immediately preceding the expiry of the rating. Alternatively, the EIR may be revalidated by experience provided that, within 12 months preceding the expiry of the rating, the holder completes 6 hours as PIC under IFR, and a training flight of at least 1 hour with an instructor holding privileges to provide training for the IR(A) or EIR. Guidance on the content of the training flight with an instructor is at AMC1 FCL.825(g)(2). For each alternate subsequent revalidation of the EIR the holder shall pass a proficiency check.

If an EIR has expired, the applicant is required to complete refresher training provided by an instructor qualified to instruct for the IR(A) or EIR to reach the level of proficiency needed and pass a proficiency check. There are no mandatory requirements for the nature, duration or content of this refresher training as every pilot will present with different levels of experience and competence (see also Part 4 above).

If the EIR has not been revalidated or renewed within 7 years from the last validity date, the holder will also be required to pass again the EIR theoretical knowledge examinations in accordance with FCL.615(b).

Part 9 - Cross Crediting of the IR

9.1 EASA Part-FCL provides for cross crediting of the IR part of a type or class rating proficiency check (see Appendix 8 to EASA Part-FCL).

9.2 Cross-crediting assumes that the applicant has a valid IR-SPA and more than one type or class rating in the licence. The purpose of cross crediting is to reduce the number of IR

proficiency checks required for a pilot who operates both multi-pilot and single-pilot aeroplanes or more than one single-pilot type or class of aeroplane.

- 9.3 Where a proficiency check including IR is performed in one type or class of aeroplane, credit may be claimed towards the IR part (Section 3B) of a proficiency check for another single-pilot type or class. Cross crediting is only available where the pilot has a valid single-pilot IR; if the single-pilot IR has lapsed, cross crediting is not applicable and the pilot must renew the IR in accordance with FCL.625 and Part 8 above.
- 9.4 The cross crediting of IR privileges does not extend to Section 6 of the proficiency check schedule. Therefore, for all ME aeroplane class and type rating proficiency checks the applicant is required to complete the starred items of section 6 (6.1*, 6.2* and 6.3*) by sole reference to instruments in order to retain IR privileges in that ME class or type.
- 9.5 Interpretation of the cross crediting table in Part-FCL Appendix 8 can be difficult. Therefore, a flow diagram has been attached to this Standards Document at Appendix 3.
- 9.6 In some cases of cross crediting there is a requirement for the applicant to demonstrate currency in single pilot IFR operations. This is signified by an asterisk in the cross crediting table. The requirement states, "Provided that within the preceding 12 months the applicant has flown at least 3 IFR departures and approaches on a SP class or type of aeroplane in single pilot operations." Because it is possible to operate in accordance with the instrument flight rules, but all the time controlling the aeroplane and its flight path by visual reference in VMC, the CAA interpret "IFR departures and approaches" as departures and approaches where the aircraft attitude and flight path is controlled by reference to flight instruments and flight navigation displays. These departures and approaches may be self-certified by the applicant.
- 9.7 In all cases an application Form SRG 1157 must be completed and certified by an examiner with privileges for the revalidation and renewal of single pilot instrument ratings (IRE or CRE with IR revalidation and renewal privileges) indicating that the IR has been revalidated by cross crediting. This must be returned to the CAA. An appropriate entry must also be made by the examiner in the certificate of revalidation in the applicant's licence indicating revalidation of the IR SPA and the new validity date.
- 9.8 IR validity dates following cross crediting. FCL.625.IR states that an instrument rating shall be valid for 1 year; it shall be revalidated within the 3 months immediately preceding the expiry date of the rating and that applicants who fail to pass the relevant section of an IR proficiency check before the expiry date of the IR shall not exercise IR privileges until they have passed the proficiency check. FCL.625.A specifies the requirements for revalidation of an IR (A) when either combined with a class or type rating or as a standalone rating. FCL.625.A (b) indicates that cross credits shall be given in accordance with Appendix 8 to Part-FCL. Overall, the intention is that the holder of an IR undertakes an IR proficiency check annually, either combined with a class or type rating or as a standalone event and that following an IR proficiency check, credit may be given to reduce the requirements to demonstrate IR proficiency in another type or class of aeroplane. If however, IR proficiency has not been demonstrated in any of the types or classes operated by the pilot within the preceding 12 month period, IR privileges are no longer valid.

Part 10 – IMC Rating Revalidation and Renewal

- 10.1 The IMC rating is endorsed in Part-FCL licences as an IR (restricted). Requirements for the revalidation and renewal of IMC ratings in UK National licences and IR(R) in Part-FCL licences are published in CAP804.

Part 11 - Forms

- 11.1 Examiners and applicants should use copies of forms recently downloaded from the CAA website (www.caa.co.uk). All CAA documents and forms are subject to regular review and occasional amendment, so it is inadvisable to retain a large stock of forms.

- 11.2 Form SRG 1119 is the application form for the issue (1119A), revalidation (1119B) or renewal (1119C) of class and type ratings and for the revalidation (1119B) or renewal (1119C) of instrument ratings. [Note: Forms 1119B and 1119C will be amended in due course to include revalidation and renewal of the EIR]. This form should be used by an applicant whenever licensing action is required by the CAA or where a fee is due to the CAA in accordance with the current scheme of charges. For example, for the issue of a new class or type rating or for the renewal of a rating that has been removed from Section XII on page 4 of the licence and placed on the reverse of the licence as a rating previously held. Form SRG 1119D is a course completion certificate, to be used by ATO to indicate that a course of refresher training has been completed for the renewal of a rating. Form 1119E may be used to apply for the revalidation of a SEP or TMG class rating by experience.
- 11.3 Form SRG 2199 is an examiner's report. This form should be completed by the examiner following a test or check and returned to the CAA to indicate the nature of the test/check and the result.
- 11.4 Form SRG 1157 (and 1157S for seaplanes) is a combined application and examiner's report form. This form may be used instead of Forms 1119 and 2199 to indicate the completion of a proficiency check where no administrative action on the applicant's licence is required by the CAA or where no fee is due to the CAA. It may also be used to indicate the revalidation of an SEP or TMG class rating by experience. Page 1 of Form SRG 1157 is to be completed by the applicant and examiner and returned to the CAA; page 2 of the form is the test or check schedule and examiner's personal record; it should be retained by the examiner. Examiners are required under FCL.1030 to keep a record of their tests and checks, subject also to data protection law, for 5 years; thereafter the form(s) should be destroyed. The CAA may ask for access to these records at any time.
- 11.5 In the event of failing a skill test or proficiency check for the issue, revalidation or renewal of a class, type or instrument rating, the applicant is to be issued with a notice of failure. Form SRG 2199 contains a notice of failure at section 5 of the form. This must be completed when the combination of forms 1119 and 2199 is used. If the examiner has used the simplified SRG Form 1157, a separate notice of failure Form 2129 is available. When completing the notice of failure the examiner should detail the failed item(s) or section(s), the reason for failure and any retraining requirement. A copy of the completed form should be given to the applicant and the original must be forwarded to the CAA. The applicant must also be informed that he may not exercise the privileges of that particular rating until all items of the test or check have been passed. He should also be informed of his right of appeal (Regulation 6(5) of the CAA Regulations) against the conduct of the test or check. Information regarding the appeal procedure is printed on the form.
- 11.6 All signatures on forms returned to the CAA must be original and in black or blue ink. Photocopied signatures are not acceptable. Pending the introduction of electronic application and report forms, current CAA policy is not to accept electronic signatures for licence or rating issue.

Part 12 - Skill Tests and Proficiency Checks - Conduct, Assessment and Administration

Pass and Fail Criteria

- 12.1 A skill test consists of a group of up to two attempts. All sections of the skill test schedule must be passed in the two attempts within a period of 6 months after commencement of the class or type rating training course and within a period of 6 months preceding the application for the issue of the class or type rating. Although a theoretical knowledge test or oral examination is a requirement for the issue of a class or type rating, it is not considered as an item for assessment in this section.
- 12.2 A proficiency check consists of a group of up to two attempts. All sections of the proficiency check must be passed in the two attempts and completed within the period of rating validity in order to revalidate the rating. Where an applicant fails an item or items of a class, type or

instrument rating proficiency check, the privileges of that rating are suspended pending successful completion of the check.

- 12.3 Where the skill test or proficiency check for a class or type rating is combined with the revalidation or renewal of an IR or EIR, some items in the schedule are common to both the class/type rating and the IR/EIR. Nevertheless, the two ratings are to be assessed independently. Thus, if an aircraft handling error occurs whilst flying by reference to instruments and this results in failure of one of the IR or EIR items, wherever possible the examiner should reassess the item which is now flown as a visual exercise. This will enable assessment of the applicant's competence to exercise the privileges of the class or type rating in VMC and in accordance with VFR. For example, whilst operating by sole reference to instruments, the applicant's poor directional control results in failure of item 6.1 (simulated engine failure during take-off). This same item should be repeated as a visual flying exercise. If successful, the class or type rating may be revalidated or renewed but without IR privileges, i.e. VFR only. If the item cannot be reassessed as a visual exercise, for example due to poor weather, the test or check should be assessed as incomplete with regard to the class or type rating (see also Repeat Manoeuvres at paragraph 12.7).
- 12.4 For the class or type rating, the applicant shall pass all required sections of the skill test or proficiency check. If any item in a section is failed, that section is failed. Failure of more than one section (from sections 1, 2, 3A, 4, 5 and 6) will require the applicant to take the entire test or check again. An applicant failing only one section (referred to as a "partial pass") shall take all items in the failed section again. Failure in any section of the re-test including those items that have been passed at a previous attempt will require the applicant to take the entire test again. There is no limit to the number of tests or checks that may be attempted.
- 12.5 For IR revalidation or renewal, the applicant shall pass all items in section 3B and, for multi-engine aeroplanes, the starred items of section 6. If any item is failed, the IR is failed. The failed item(s) only shall be retested at the second attempt. Should that second attempt be unsatisfactory then the whole of Section 3B and, for multi-engine aeroplanes, the starred items of section 6, must be re-tested. There is no limit to the number of tests or checks that may be attempted.
For EIR revalidation and renewal the applicant shall pass all the relevant sections of the check profile at AMC1 FCL.825(e). If any item in a section is failed, that section is failed. Failure of more than one section will require the applicant to take the entire check again. An applicant failing only one section should only repeat that failed section. Failure in any section of the recheck, including those sections passed at a previous attempt, requires the applicant to take the entire check again.
- 12.6 Note that for a combined class or type rating and IR test or check, section 3B does not count as a section when assessing whether the result of the class or type rating is a Pass, Partial Pass or Fail.
- 12.7 Repeat Manoeuvres: At the discretion of the examiner, the applicant may repeat any manoeuvre or procedure of the test or check once. Generally, for skill tests, the examiner should only exercise this option when some external influence or distraction, or perhaps misunderstanding of the brief, unduly affected the applicant's ability to demonstrate the manoeuvre to a satisfactory standard or prevented the examiner from making a fair assessment of the applicant's ability. For proficiency checks, the examiner has more leeway and may broaden the application of repeat manoeuvres. The intention of the proficiency check is to determine the applicant's ongoing proficiency in those skills previously demonstrated for initial issue of the rating but perhaps not recently exercised. Therefore, it may be more appropriate to re-brief in the air and ask the applicant to repeat an item. Should the repeat be unsatisfactory the item must be assessed as failed and re-tested on another occasion as a second attempt. Notwithstanding the examiner's discretion to allow repeats, any unsatisfactory item that warrants retraining with an instructor must be assessed as failed, and retested on another occasion following retraining.

Retraining

- 12.8 Following a partial pass the examiner may recommend further training. Though not mandatory, applicants are strongly advised to follow the examiner's recommendation. Failure to achieve a pass in all sections of a test or check in two attempts will require further practical training. Further training should address the weaknesses shown by the applicant. The examiner should use his experience as an instructor to identify underlying errors of technique or gaps in the applicant's skills and knowledge and direct the training accordingly to resolve these. Therefore, it is usually more appropriate to indicate the skills to be retrained rather than prescribe a set number of hours. Training prescribed by the examiner is to be entered on the Notice of Failure and is mandatory; recommended training is advisory. The applicant may elect to undertake more training than recommended or mandated by the examiner.

Administration

- 12.9 After the flight and debrief the examiner shall check the application form (if applicable) and complete an examiner's report, and:
- For a Pass – give the completed form(s) to the applicant to send to the CAA. The examiner should also complete and retain page 2 of form SRG 1157 for future reference. Where a rating is being revalidated or renewed, the examiner shall also complete the certificate of revalidation in the applicant's licence.

Important note:

If a type or class rating, IR or EIR has been removed from Section XII on page 4 of a pilot's licence, an examiner may not sign the certificate of revalidation included in the licence. In this instance the application must be submitted to the CAA along with all of the relevant forms and documents for renewal of the rating. The CAA will reinstate the rating in Section XII of the licence and endorse the pilot's certificate of revalidation. A fee will apply in accordance with the current scheme of charges.

- For a Partial Pass – if there is any possibility that a different examiner will be conducting the re-test, give a copy of the test/check schedule (page 2 of form SRG 1157 for type, class and IR) to the applicant to present to the next examiner for the second attempt. All items passed at the first attempt should be clearly marked with "PASS". The unsatisfactory item(s) should be clearly marked with "FAIL". The examiner should retain the original test/check schedule for future reference. Page 1 of form SRG 1157 should be returned to the CAA indicating a Partial Pass. The next examiner will be required to complete a separate form SRG 1157. The examiner must also complete a failure of test form SRG 2129 in accordance with paragraph 11.4 above. If the same examiner is likely to conduct the re-test, page 2 of the original form SRG 1157 should be used to record the outcome of both attempts. The examiner should delay completing page 1 of the SRG 1157 until the outcome of both attempts is known, at which time the result (Pass or Fail) should be recorded on the SRG 1157 and the form returned to the CAA. If the retest is not to be conducted on the same day, the examiner should also complete a failure of test form (SRG 2129).
 - For a Fail – The examiner shall complete page 1 of form SRG 1157 indicating a Fail and return it to the CAA. The examiner should complete and retain the original test/check schedule (page 2) for future reference. The examiner must also complete a failure of test form SRG 2129 in accordance with paragraph 11.4 above.
- 12.10 Examiners are additionally required to inform applicants who have not passed a skill test or proficiency check that they may not exercise the privileges of that rating until the test or check has been successfully completed. This is particularly important if the applicant is losing existing privileges.
- 12.11 A new form SRG 1157 will be required at the start of each series of attempts.
- 12.12 Should the test or check be incomplete, for example due to weather or aircraft technical faults, the applicant must be assessed on another occasion but only on those sections or items outstanding and required to complete the test. This should be at the earliest practicable opportunity and preferably with the same examiner. Where a second examiner becomes

involved with completion of a test or check, a copy of the original test/check schedule (page 2 of SRG 1157) will be required. If all check items are not completed within the remaining validity period of the rating, the rating will lapse and renewal action will be required.

- 12.13 During a test or check, the examiner may be required to assess ICAO language proficiency. Unless specifically trained and accredited as a language proficiency assessor, UK certified examiners are **only permitted to assess level 6** – expert (native English speakers) and are to only assess applicants for whom the UK CAA is the competent Authority. Examiners should refer to the CAA website for further guidance on their roles and privileges for the assessment of language proficiency.

Part 13 - Flight Simulation Training Devices (FSTD)

- 13.1 In certain circumstances EASA Part-FCL permits the use of flight simulation training devices (FSTD) for practical training, skill tests and proficiency checks. All FSTD are subject to authority approval in accordance with CS-FSTD and the evaluation report and approval certificate will state the extent to which the device may be used. Certain full flight simulators have been approved for use for type rating skill tests and proficiency checks and for the revalidation and renewal of instrument ratings. At the time of publication of this document a number of other flight training devices (e.g. FNPT II) have been approved for the revalidation of instrument ratings, but none have been approved for class rating tests and checks; these must be conducted in an aeroplane. If uncertain, examiners should contact the CAA to ascertain the status of a particular device for use for tests and checks.
- 13.2 In all cases, the examiner must be additionally certified to conduct tests and checks in FSTD. Further examiner guidance on the conduct of tests or checks in FSTD may be found in the CAA Flight Examiner's Handbook.

Part 14 - Multi-Pilot Operations in Aeroplanes Certified for Single Pilot Operation

- 14.1 Where an aeroplane is certified as a single-pilot type, but is operated for commercial air transport in a formally regulated multi-pilot environment in accordance with EU-OPS/Part-OPS the skill test or proficiency check may be conducted as a multi-crew event. Where the class or type of aeroplane is not additionally classified as a single pilot high performance complex aeroplane, the test or check is to be conducted in accordance with SPA test/check schedule at Appendix 9 to EASA Part-FCL (page 2 of SRG 1157) and this Standards Document. Where the type is additionally classified as a single-pilot high performance complex aeroplane, the test or check is to be conducted in accordance with the multi-pilot/SP HPCA test/check schedule at Appendix 9 to EASA Part-FCL and Standards Document 24.
- 14.2 The examiner conducting such a test or check is to be suitably trained, qualified and certified for the conduct of tests and checks in accordance with multi-pilot operations.
- 14.3 If the rating is to be for SPA operation only, the applicant is to take the test or check in accordance with paragraphs 7 and 8 above, operated throughout as single-pilot. Two entries will be required in the applicant's licence – one for the class or type rating and one for the IR (see also the guidance in the CAA FEH). Thus, for example:
- BN2T
IR-SP-ME class/SE
- 14.4 If the rating is for multi-pilot operations of a type certified as SPA (excluding SP HPCA), the test or check shall still follow the relevant SPA test or check schedule in accordance with paragraphs 7 and 8 above, but will be conducted throughout as a MP operation. This is to be annotated as such on the application and report forms and, for revalidation, on the applicant's Certificate of Revalidation as a rating valid only for multi-pilot operations. Thus, for example:
- DO228/MPA

And where the IR is revalidated or renewed at the same time:
DO228/IR/MPA

The applicant(s) must be reminded that they may not exercise single-pilot privileges on that particular type.

- 14.5 If both single-pilot and multi-pilot operational privileges are required, for example two pilot operation for commercial air transport and single pilot operation for positioning flights, the test or check shall be conducted as at paragraph 14.4 above but with additional items. The full test or check must first be completed in the multi-pilot role with a constituted crew. The SPA privileges are then tested separately by conducting the asymmetric instrument items 6.1, 6.2 (manually flown as an asymmetric ILS to go around) and 6.3 whilst operating single-pilot. The occupant of the other seat shall play no part whatsoever (for example as a simulation of co-pilot incapacitation). In addition, the applicant is to be assessed managing at least one system failure, abnormal or emergency procedure.

The SPA element is to be recorded on the form and, for revalidation, on the applicant's Certificate of Revalidation as a full SPA rating in accordance with paragraph 14.3 above.

- 14.6 Aeroplanes certified as MPA may not be used to test or check for single-pilot ratings.

Part 15 - CRM and Single Pilot Resource Management

- 15.1 Crew Resource Management (CRM) applies to all areas of flying operations, from commercial air transport to corporate and private operations. For commercial operations, EU-OPS (Commission Regulation EU 965/2012 for Air Operations) mandates a requirement for formal initial and recurrent CRM training and ongoing assessment of crews conducting commercial air transport. EASA Part FCL Subpart J requires that all instructors are assessed for their competence to integrate Threat and Error Management (TEM) and CRM into all aspects of training for pilot licences, ratings and certificates.
- 15.2 In 2001 the CAA introduced a policy of formally accrediting CRM instructors (CRMI) following appropriate training, and of authorising suitably experienced and qualified individuals as CRM examiners (CRMIE) to facilitate the accreditation of instructors to carry out CRM training. Class rating examiners additionally certified to conduct OPC were by default required to be trained and accredited as CRMI in order to meet the requirements of EU-OPS Subpart N. With the transition to EASA, the CAA no longer formerly accredit CRE as CRMI. Instead, the privilege to conduct OPC is normally achieved during the examiner standardisation training course by completing an additional module. This module includes training in the requirements of EU-OPS/Part-OPS, familiarisation with the company Operations Manual, particularly Parts B and D, and training in the principles of assessing and debriefing crew co-operation and CRM. Certification/re-certification of examiners engaged in ANO Schedule 8 tests and checks (OPC) is normally conducted by a CAA Flight Ops Training Inspector, Training Standards Inspector or Staff Flight Examiner.
- 15.3 For several years the CAA issued separate CRMI certificates to examiners authorised to conduct OPC; this is no longer the case. Examining privileges for OPC are included on the examiner's certificate. However, the CRMI accreditation process remains a valid means of ensuring the competence of examiners to integrate CRM into all aspects of training and testing. Therefore, examiners seeking privileges to conduct OPC should still meet the requirements of CAA Standards document 29 for CRMI, but will not receive a separate CRMI accreditation.
- 15.4 Summary of the accreditation process (See CAA Standards Document 29):
Before being accredited as a CRMI, the applicant CRE should at least:
- Have completed a basic instructional technique course;
 - Have commercial flight crew experience as a flight crew member;
 - Have successfully passed a human performance and limitations exam;
 - Have theoretical experience on the subject of CRM or human factors training.

And, to become accredited, applicants will need to demonstrate that they:

- Have the knowledge specific to their relevant role;
- Have the necessary instructional skills;
- Are able to evaluate and assess crews' CRM performance;
- Are able to facilitate a constructive debrief of those CRM issues.

15.5 Practically this means that during the course of an observed OPC, in addition to demonstrating suitability as an examiner, the CRE will be expected to demonstrate the following:

- Thorough familiarity with and understanding of EU-OPS/Part-OPS, particularly Subpart N;
- Thorough familiarity with and understanding of the company Operations Manual and SOPs;
- The ability to identify, assess and debrief technical, non-technical and procedural skills in an objective and non-judgemental manner;
- The ability to focus on and highlight the critical aspects of the flight, positive as well as negative, as opposed to a chronological debrief of all events, regardless of relevance;
- The ability to supplement a factual debrief of technical and procedural errors with the appropriate and practical use of facilitative techniques. The aim is to guide the applicant(s) towards the self-analysis of the non-technical skills displayed throughout the flight, and to encourage and reinforce appropriate and effective behaviour, strategies, decision making and resource management in either a single-pilot environment or, when operating a single-pilot certified aeroplane with two pilots, as a crew and in accordance with company SOP. This should be accompanied, where appropriate by reference to a suitable NOTECH system.

15.6 Further guidance on CRM issues is available in CAA Standards Document 29 which is available on the CAA website, www.caa.co.uk. The CAA CRM training manual, CAP 737, is in the process of being updated. Although CAP 737 still contains some useful guidance and reference material, it should not be used as a source document for CRM training and assessment until further notice.

Appendix 1 - Test and Check Schedule and Assessment Criteria

- A-1 The JAA Flight Examiners Manual (FEM), Module 3 provided practical guidance on the criteria to be considered by examiners when assessing each test and check item. The various tables in the manual provided detail of the technical, procedural and non-technical skills (competence) required for all JAR-FCL 1 tests and checks. Pending the publication of an equivalent EASA Flight Examiners Manual, examiners are advised to use the JAA FEM in conjunction with the skill test/proficiency check schedule at Appendix 9 to EASA Part-FCL and this Standards Document when assessing an applicant's performance.
- A-2 The JAA FEM is a relatively large document. Therefore, rather than attempt to reproduce it in this document, an abridged version is provided below for quick reference along with this link to the original document on the JAA website: [FEM Module 3 - 29 January 04.doc](#)
- A-3 Examiners are required to be fully familiar with the EASA test and check criteria and apply them with sound judgement and prudence, in accordance with their experience, training and certification as examiners. Instructors and applicants are welcome to acquaint themselves with these criteria but are reminded that they are published for the examiner's guidance. Therefore applicants are advised not dwell upon the criteria or attempt to assess their own performance during tests and checks.
- A-4 Where the letter "M" appears on the test or check schedule this indicates a mandatory exercise or a choice where more than one exercise appears. These items are the **minimum** requirement of the test or check schedule. All other items remain optional for inclusion and assessment at the examiner's discretion. For example, examiners should include appropriate systems malfunctions relevant to the type or class at Section 5 Item 5.4(ii). This is of particular importance for more complex aircraft. Similarly, applicants will be expected to understand the principles of operation of all systems and equipment in the aircraft and be able to operate them in accordance with all normal, abnormal and emergency procedures. For example, in aircraft equipped with an autopilot, flight director or flight management systems, the applicant will be required to demonstrate the testing and correct use of the equipment.

Section 1 - Departure

Pre-flight

- Check aeroplane serviceability record and technical log
- Check that all documents required for the flight are carried and correct
- Obtain and assess all elements of the prevailing and forecast weather conditions
- Complete mass and balance schedule and establish performance criteria
- Check NOTAM for factors likely to affect conduct of flight
- Complete an appropriate flight navigation log, chart and flight plan
- Complete fuel plan and determine that the aeroplane is correctly fuelled for the flight

Pre-Start Checks

- Complete all elements of the aeroplane and equipment pre-flight inspections as detailed in checklist, operating handbook or flight manual
- Complete an appropriate passenger emergency procedure briefing

Engine Starting

- Complete engine starting procedures in accordance with the approved checklist, operating handbook or flight manual

Taxying

- Complete all recommended taxying checks and procedures
- Comply with ATC instructions, airport markings and signals
- Maintain control and proper spacing from other aircraft and obstacles

Pre-Departure Checks

- Ensure all systems are operating normally or, if not, that the aircraft is fit for departure in accordance with a minimum equipment list or an equivalent
- Ensure the aircraft is correctly configured for departure

Complete all departure checks and drills including engine operation
Obtain and comply with ATC departure clearance

Take-off Procedure

Confirm any aeroplane performance criteria including crosswind condition
Position the aeroplane correctly for take-off and advance the throttle(s)/thrust lever(s) to take off power with appropriate checks
Use the correct take-off technique using the recommended speeds for rotation/lift-off and initial climb
Ensure a safe climb and departure adjusting power and aeroplane configuration as appropriate
Complete all necessary after take-off checks
Execute a safe departure in accordance with clearance and with due regard for other air traffic

Climbing

Achieve target speeds and headings
Comply with ATC instructions
Use correct and effective lookout techniques
Complete all necessary climb checks

ATC Liaison - compliance RTF procedures, Airmanship

Demonstrate standard RTF procedures and phraseology
Demonstrate compliance with ATC instructions
Operate on the ground and in the air with particular regard for passenger safety and comfort

Section 2 – Airwork (VMC)

Straight and level flight

Demonstrate control by visual attitude whilst maintaining a correct and effective lookout technique
Demonstrate correct techniques for visual flight manoeuvring within the specified limits
Maintain balance and trim

Slow Flight

Consider all safety checks before the manoeuvres where necessary
Select and stabilise the aeroplane at a nominated low airspeed above the stall speed whilst maintaining balance, trim and lookout. Maintain specified altitude/level, heading and speed as specified by the examiner
Maintain safe bank angles, balance, speed, and altitude (if required) during turning and complete turns onto specified headings

Steep Turns (360° left and right - 45° AOB)

Ensure a thorough lookout to clear the airspace, before, during and after the turns
Roll into a co-ordinated turn with a bank angle of not less than 45°; maintain a stable, balanced turn through at least 360°
Establish and maintain bank angle, speed and height by using smooth, co-ordinated control inputs
Roll out of the turn and stabilise straight and level flight on a specified heading

Stalls and Recovery

Conduct appropriate safety checks before stalling
Establish the required aeroplane configuration and stall entry as appropriate from straight & level or manoeuvring flight
Maintain heading (or bank angle 10°-30° as required) to stall entry
Recognise the symptoms of the stall or approaching stall and initiate the correct recovery action
Recover, using the correct techniques and with minimum height loss to return to a clean configuration best rate climb, or as otherwise directed by the examiner
Complete all necessary checks and drills
Maintain effective lookout throughout

Handling using Autopilot & Flight Director (if applicable. May be conducted in Section 3.)
 Demonstrate correct procedure for pre-flight functional check of autopilot and/or flight director
 Demonstrate correct operating procedure for autopilot and/or flight director in all modes

ATC Liaison

Obtain and maintain suitable level of service from ATC
 Maintain listening watch and respond appropriately to messages/instructions/clearances from ATC

Section 3A - En-Route (VFR)

The exact content and duration of section 3A is at the discretion of the examiner and depends on the recent experience of the applicant and the performance and complexity of the aircraft used for test. As a minimum it should comprise one route sector or navigation leg, sufficient for the applicant to demonstrate proficiency in en-route VFR procedures. For example, the applicant might be briefed to take the aircraft to a defined destination, away from the point of departure, where it is suitable to conduct the airwork exercises. For less experienced applicants, perhaps those who fly infrequently or those who have not flown VFR in the UK for some time, it might be appropriate to plan and manage a slightly longer, more involved en-route section. Note however, that this is not intended to replicate the en-route section of an initial PPL or CPL skill test, thus a flight time in the cruise of approximately 15 - 30 minutes (not more than 45) is envisaged for this section.

Flight Plan

If submitted, the flight plan and clearance is to be completed correctly and clearances complied with.

Maintenance of altitude, heading and speed

Control aeroplane using visual attitude flying techniques
 Configure airframe and engine(s) for cruise or endurance performance in accordance with approved checklist and/or Flight or Operations Manual
 Maintain the heading, height and speed as computed in navigation log or advised to the examiner within the prescribed limits
 Adjust and monitor fuel consumption for range or endurance as appropriate

Orientation and timing, revision of ETAs

Identify position visually by reference to ground features and map
 Navigate by means of calculated headings, ground speed and time
 Achieve destinations or turning points within 3 minutes of estimated time of arrival (ETA)
 Calculate heading, ground speed, ETA and fuel required during any unscheduled diversion
 Amend plan to avoid deteriorating weather and maintain VMC, or consider discontinuing navigation route if unable to maintain VMC

Use of radio aids and/or GPS

Select, identify and interpret position/navigation information from appropriate ground based radio and navigation aids or from GPS information as required or nominated by examiner
 Intercept and maintain given tracks or radials, or navigate to designated waypoints (VFR) using the navigation aids nominated by the examiner
 Maintain the heading, height and speed within the prescribed limits

Flight Management

Complete all elements of VFR planning for the route prescribed with particular reference to planned tracks, altitudes and safe levels of operation
 Maintain a navigation log and radio log by recording sufficient information such that the route may be reconstructed if necessary after flight
 Monitor the engine and aircraft systems throughout the flight
 Monitor fuel consumption versus fuel available and fuel required throughout the flight

ATC liaison/ compliance, R/T procedures, Airmanship

Set and cross check altimeters to most appropriate pressure setting in accordance with national regulations or as required by checklist, operations manual or ATC
 Use correct and standard RTF phraseology throughout
 Where appropriate, obtain ATC clearances and appropriate level of service
 Where required, comply with ATC clearances and instructions
 Display sound airmanship, flight management and decision-making
 Complete all necessary checks and drills

Section 3B - Instrument Flight

Section 3B will always require the applicant's submission of an IFR Flight Plan and where practical should enter Class A airspace. As a minimum, it must include some flight in controlled airspace such that ATC liaison and compliance with ATC clearance and control may be assessed.

The applicant remains responsible for the accurate and safe conduct of the flight irrespective of whether the aircraft is being manually flown or operated via autopilot, flight director and/or flight management system.

The autopilot may be used for items 3B.1, 2, 3, and 5. For the precision approach (3B.4) 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 during final configuration may be assessed. The limited panel exercises (3B.6) are to be hand flown.

Where an applicant elects to use a flight director he is to follow those directions. Should he elect not to follow directions the applicant is to clearly indicate his reasons at that time.

The starred items of section 3B (and where applicable section 6) must be flown solely by reference to instruments. The examiner must ensure therefore, that any method used to simulate instrument meteorological conditions (Screens, Foggles or Hood) is effective at denying the applicant external visual reference to the front and 60 degrees either side. In all cases the pilot's view ahead shall not be restricted until the aircraft is safely airborne. The examiner's ability to lookout and clear the airspace must not be adversely restricted.

Where failure of instruments is required in an aeroplane this should be simulated by covering the instruments. Testing of unusual attitudes with simulated failure of main instruments is to be conducted in VMC. In a FSTD the failure should be initiated from the console and preferably should be insidious (i.e. unannounced and with progressive toppling of the AI and/or wandering of the DI).

Departure IFR

In addition to pre flight planning as described at Section 1 above, IFR planning is required for the route to be flown. Additionally:

Perform take-off in accordance with the performance calculations using the correct techniques.
 Establish the climb, complete a smooth transition to instrument flight and complete after take-off checks and drills
 Complete the Standard Instrument Departure procedure (SID) or follow the ATC departure instructions Use of correct altimeter setting procedure
 Maintain aeroplane control, speed, heading, level and balance
 Apply appropriate drift corrections to maintain published departure track or as instructed by ATC
 Identify any navigation aids used
 Comply with any noise routing or departure procedures and ATC clearances
 Complete all necessary climb checks including altimeter setting procedures and ice precautions

En-route IFR

Follow the flight-planned route or any other ATC route requirements within the operating limits specified
 Identify and use navigation systems correctly
 Use the correct altimeter setting procedures and show awareness of MSA

Maintain a flight log for navigation, RTF, and fuel use, sufficient to give position reports and to confirm acceptable minimum fuel states
 Conduct en-route holding procedures if required by ATC
 Monitor OAT and the aeroplane surfaces for ice, and take the appropriate actions if necessary.
 (This may be simulated if there is no actual icing)
 Use correct RTF procedures and phraseology

Holding procedure

Complete any holding procedure with appropriate corrections for tracking and timing to achieve the published holding pattern.

Precision Approach (ILS to DA/H)

Complete the checks and drills for landing and configure the aircraft correctly
 Set and identify relevant navigation aids
 Set and cross check the appropriate altimeter settings
 Use correct RTF procedures and terminology and comply with all ATC instructions and clearances
 Wherever possible, avoid disruption or inconvenience to other traffic
 Confirm the availability and serviceability of selected navigation equipment
 Comply with the published arrival and precision approach procedures
 Establish the appropriate aeroplane configuration and airspeed for the phase of the approach
 Complete the necessary aeroplane checks and drills
 Complete the manoeuvring pattern as required to establish the final approach segment within the specified flight tolerances
 Establish the final approach and maintain the approach path in horizontal and vertical profile to DH/A
 Control the aircraft as necessary to achieve a stable and trimmed final approach path
 Acquire visual references and continue to land or initiate missed approach by DH/A

Missed Approach

Establish aeroplane in a safe climb
 Configure the aeroplane to achieve and maintain the climb performance in the POH/Aircraft Flight Manual
 Follow published missed approach procedure or as directed by ATC

Non-Precision Approach to MDA/H (or DA/H for CDFA)

Select and comply with the appropriate VOR/NDB/ILS LLZ/GNSS instrument approach procedure
 Confirm the serviceability of selected navigation equipment
 Comply with all ATC instructions and clearances
 Use correct RTF for VOR/NDB/ILS/LLZ/GNSS procedures
 Establish the appropriate aeroplane configuration and airspeed for all phases of the approach
 Complete the necessary aeroplane checks and drills
 Complete the manoeuvring pattern to establish the final approach segment within the specified limits
 Establish the final approach segment and maintain the approach track and vertical profile
 For CDFA approaches, achieve steady and stable rates of descent and adhere to the published distance/altitude profile
 Acquire visual references and continue to land or initiate missed approach by MAP
 For CDFA, acquire visual references and continue to land or initiate missed approach by DA/H
 If flying a circling approach, acquire visual references by circling minima and circle iaw the published procedure or conduct missed approach

Missed Approach

As for the precision approach

Failure of Compass and AI

When conducted in FSTD, this item should be initiated from the console rather than by covering the failed instrument. Following failure, the applicant may elect to cover the affected instrument to avoid confusing indications.

For aircraft equipped with glass panel display (e.g. PFD and MFD) and standby attitude indicator (i.e. no rate gyro instrument such as a turn co-ordinator), this item may be assessed firstly by failing the PFD for a period of flight using a reversionary display on the MFD, then failing the MFD for a period of flight on the standby AI, pressure instruments and direct reading compass.

Recognise failure promptly

Control the aeroplane by sole reference to partial or limited instruments within the nominated limits (due consideration will be given for turbulence)

Controlled straight and level flight and turns flown at Rate 1 onto nominated headings, using the correct technique and demonstrating correct instrument scan and interpretation

Recover from unusual attitudes with minimum further loss or gain of height and back to straight and level balanced flight and target speed

Failure of localiser or glide path (SFTD only)

Recognise failure promptly

Maintain control and makes timely decision to continue approach (LLZ only) or conduct MAP

Section 4 - Arrivals and Landing Procedures

Arrival procedures

Carry out appropriate checks and drills

Set altimeters and cross check in accordance with checklist, Operations Manual, or as required

Comply with published arrival procedure or clearance

Maintain adequate lookout and collision avoidance

Normal Landing

Consider weather and wind conditions, landing surface and obstructions

Plan and follow the circuit pattern and orientation with the landing area

From the circuit pattern establish the recommended approach configuration and adjust speed and rate of descent to maintain a stabilised approach

Select and achieve the appropriate touchdown area at the recommended speed

Adjust descent and round out (flare) to achieve a safe landing with little or no float with appropriate drift and crosswind correction

Maintain directional control after touchdown and apply brakes for a safe roll out

Complete all necessary checks and drills

Flapless Landing

As for Normal landing plus:

Consideration for changed aircraft performance

Adjustment in final approach slope if appropriate for type for reduced drag

Ascertain and achieve a planned landing position

Crosswind Landing

As for normal landing plus:

Utilises appropriate technique to minimise drift and excessive lateral loads on the undercarriage on landing

Go around from minimum height

Execute a timely decision to go around, or when instructed by ATC or when instructed by the examiner (this may be at any height or time prior to touchdown)

Apply appropriate power and control aeroplane attitude to initiate a safe climb maintaining balance and heading

Adjust configuration and speed to achieve a positive climb at V_y or V_x as appropriate

Maintain go-around power until a safe manoeuvring altitude is reached and then adjust to a normal climb configuration and speed

Complete all necessary checks and drills

ATC liaison and compliance, RTF procedure, Airmanship

Obtain and comply with ATC clearances using correct RTF phraseology

Adjust circuit pattern/speed to maintain spacing with other traffic in the landing pattern

Maintain awareness of other traffic through RTF and lookout

Section 5 - Abnormal and Emergency Procedures

Rejected take-off

Recognise a situation where the safest course of action is to reject the take-off
Take appropriate actions to stop safely within the remaining runway; inform ATC
Consider and demonstrate/discuss appropriate actions following RTO (e.g. engine shut down, evacuation, precautions for hot brakes etc)

Simulated engine failure after takeoff (SE aeroplanes)

Maintain aeroplane control and minimum safe speeds throughout
Identify and select suitable landing area
Configure aeroplane as appropriate, taking into consideration performance
If/when time permits, brief passenger, inform ATC, execute emergency drills as 'touch drills'

Simulated Forced landing without power (SE aeroplanes)

Maintain aeroplane control and adopt optimum glide performance
Identify and select suitable landing area
Plan descent to achieve a safe approach to chosen landing area and configure aircraft such that a safe landing is assured
If/when time permits, investigate possible cause of engine failure and take corrective action
Brief passenger, inform ATC and carry out any subsequent checks and drills to ensure safe recovery/landing of aeroplane, passengers and crew

Simulated emergencies (any emergency, abnormal procedure or system failure that is appropriate to the aeroplane on which the test is conducted)

Correctly diagnose the problem
Consider options and decide upon a sound course of action
With reference to checklist, execute appropriate abnormal or emergency procedures
Review, plan and execute further actions as appropriate to ensure safe recovery of aeroplane, passengers and crew

Engine shutdown and restart

With reference to checklist, execute correct procedures for pre-meditated engine shutdown and subsequent re-start
Maintain control of aircraft throughout including heading, balance and trim
Effect drills correctly and without assistance

ATC liaison: compliance, RTF procedures, Airmanship

Make appropriate emergency RTF calls informing ATC of situation and assistance required (transmissions prefixed with "practise" or "simulated" or given to examiner but not transmitted)
Analyse emergency or abnormal situation in calm, methodical fashion
Make sound decisions regarding checks/procedures and formulate appropriate plan for subsequent conduct of flight
Use checklist to confirm actions when time permits

Section 6 - Simulated Asymmetric Flight

If performed on centre line thrust ME aeroplanes, the class rating is restricted to centre line thrust ME aeroplanes only. In this instance, for "Asymmetric" read "Single Engine".

When conducted in FSTD the engine failure shall be without notice and initiated from the console, as opposed to the examiner operating controls on the throttle quadrant. Emergency checklist drills and radio calls shall be practised as for a real event.

Items from this section may be performed in Sections 1 to 5.

Simulated engine failure after take-off (at a safe speed and altitude unless conducted in a FSTD)

Simulated engine failure in aeroplanes must only be simulated only after the aeroplane has achieved at least take-off safety speed and a safe altitude (performance B aeroplanes) or V₂ (performance A aeroplanes).

Maintain directional control following simulated engine failure
Correctly identify failed engine; confirm failed engine and complete the published checks and drills
Maintain the correct speed, configuration and trim for optimum performance
Comply with ATC instructions

Asymmetric approach and go around

Maintain a stable (trimmed) approach in the correct configuration
Make a clear decision to land or go-around no later than the appropriate committal height
Complete asymmetric approach and go-around into visual circuit, circling approach or further instrument approach, maintaining control and correct speeds
Reconfigure and trim aircraft correctly
Complete after take off/go around checks

Asymmetric approach and full stop landing

Consider the actual weather and wind conditions, landing surface and obstructions
Maintain a stable (trimmed) approach in the correct configuration
Plan and follow suitable approach pattern and orientation with the landing runway
Establish the correct approach configuration, adjusting speed and rate of descent to maintain a stabilised approach path
Make a clear decision to land or go-around no later than the appropriate committal height
Select and achieve the appropriate touchdown area at the required speed
Adjust descent and round out (flare) to achieve a safe landing with little or no float with appropriate drift and crosswind correction
Maintain control and apply aeroplane brakes for a safe roll out
Complete necessary checks and drills

ATC Liaison, compliance, RTF procedures, Airmanship

Inform ATC of abnormal flight condition and any assistance required
Comply with ATC procedures and instructions
Adjust traffic pattern with due regard to weather, surface conditions, obstructions and other air traffic
Adjust configuration and circuit pattern with regard to aeroplane performance
Complete necessary checks and drills

Appendix 2 - Test and Check Tolerances

The following table is taken from the Flight Examiners Handbook. Although tests or checks may specify flight test tolerances, an applicant should not be expected to achieve these at the expense of smoothness or stable flight. An examiner should make due allowance for unavoidable deviations due to turbulence, ATC instructions, etc. Applicants may be advised that, during the flight, they should concern themselves only with flying and operating the aircraft to the best of their ability and not attempt to remain within the tolerances to the detriment of smooth handling. However, ATOs and instructors are expected to use these test tolerances when preparing applicants for test.

PROFILE	PPL Skill Test	CPL Skill Test	IR skill test and all other rating issues, revalidations and renewals (for EIR see notes below; for IMC ratings see Standards Doc 25 or CAP 804)
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Altitude or Height

Normal Flight	± 150 ft	± 100 ft	± 100 ft
With simulated engine failure (ME aeroplanes)	± 200 ft	± 150 ft	± 100 ft
Limited or partial panel		± 200 ft	± 200 ft
Starting go-around at decision alt/ht			+ 50 ft / - 0 ft
Minimum descent altitude / height			+ 50 ft / - 0 ft
'Not below' minima (from FAF altitude down to MDA/H)			- 0 ft
Circling minima			+ 100 ft / - 0 ft
Asymmetric committal height/altitude	-0 ft	-0 ft	-0 ft

Tracking

At all times when using a single needle display	± 10°	± 5°	± 5°
At all times when using a deviation bar display	Full scale deflection	Half scale deflection	Half scale deflection azimuth and glidepath (precision approach)
DME arcing			± 1nm

Heading

All engines operating	± 10°	± 10°	± 5°
With simulated engine failure (ME)	± 15°	± 15°	± 10°
Limited or Partial panel		± 15°	± 15°

Speed

Take-off and approach	+ 15 / - 5 kt	+ 5 kt	+ 5 kt
All other flight regimes	± 15 kt	± 10 kt	± 5 kt
Limited or Partial Panel			± 10 kt
With simulated engine failure			+ 10 / - 5 kt

Notes:

- Asymmetric limits also apply to centreline thrust ME aeroplanes operating on one engine.
- EIR tolerances:
 - Height generally +/-100feet

- Tracking on radio aids +/-10 degrees
 - Heading all engines operating +/-10 degrees
 - Heading with simulated engine failure +/-15 degrees
 - Speed with all engines operating +10kts/-5kts
 - Speed with simulated engine failure +15kts/-5kts
- Entries in italics are suggested tolerances.
 - Where a test is flown for more than one purpose, i.e. licence issue and class rating issue, examiners should be mindful of the least stringent of the tolerances shown above.

Appendix 3 - Cross crediting the IR

NOTE: Cross-crediting of the IR part of a proficiency check does not absolve the holder of the requirement to revalidate the type or class rating and is only available for the IR part (Section 3b) of the proficiency check schedule in SPA that are **not** classified as HPCA

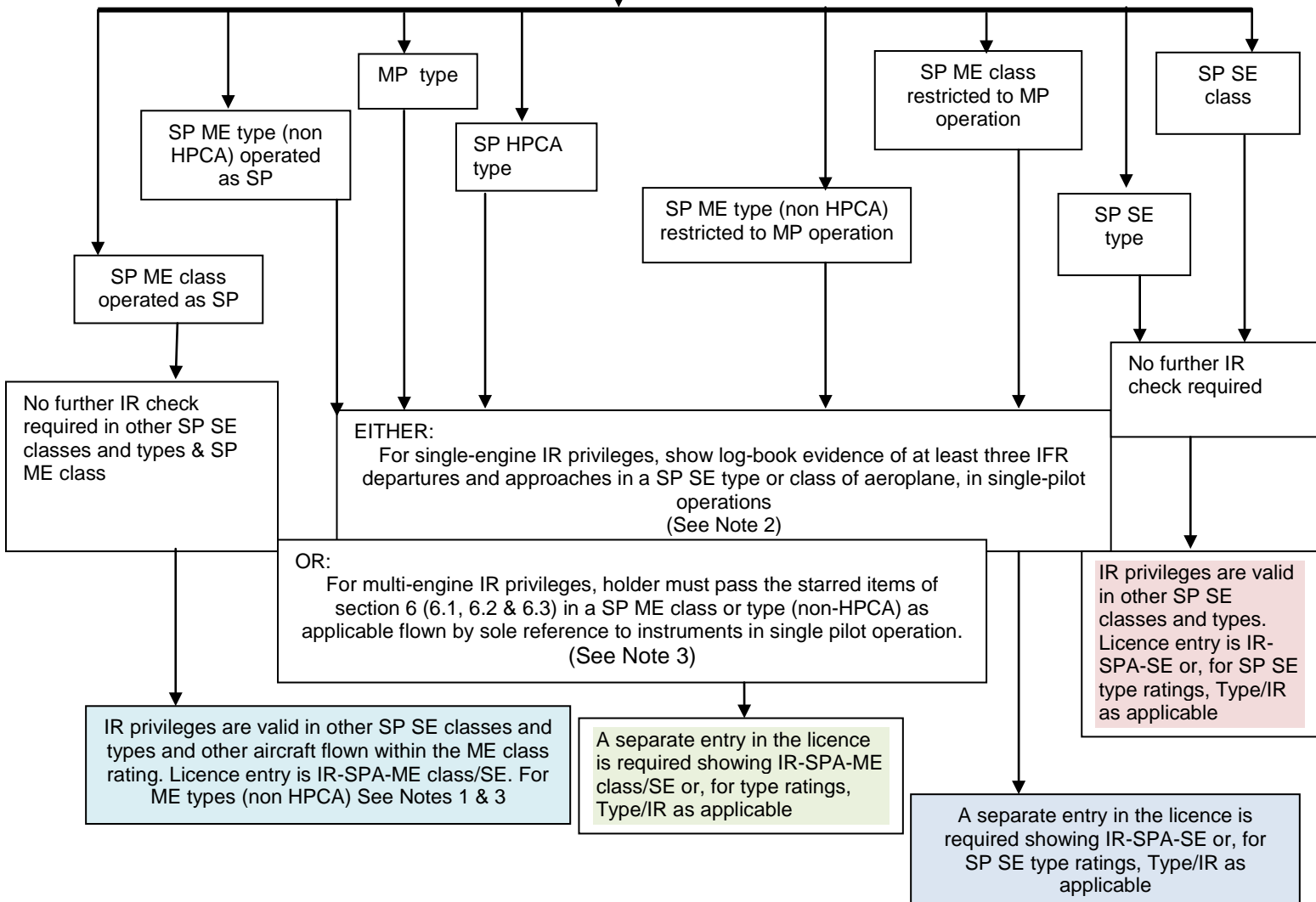
1. Does the applicant have a valid IR SPA?



2. Has the applicant completed a proficiency check, including IR, in another type or class of aeroplane?



3. In what other type or class of aeroplane has the applicant completed a proficiency check including IR?



Note 1

For other SP ME types (non HPCA) the holder is credited with section 3B of the proficiency check schedule but must pass the starred items of section 6 (6.1, 6.2 & 6.3) in the applicable type flown by sole reference to instruments in single pilot operation. A separate licence entry of Type/IR is required.

Note 2

Because it is possible to operate in accordance with the instrument flight rules, but all the time controlling the aeroplane and its flight path by visual reference in VMC, the CAA interpret "IFR departures and approaches" as departures and approaches where the aircraft attitude and flight path is controlled by reference to flight instruments and flight navigation displays. These departures and approaches may be self-certified by the applicant.

Note 3

Practically, this might comprise an EFATO, asymmetric radar vectored or procedural ILS to go around and asymmetric radar vectored or procedural non-precision approach to land.

Appendix 4 – Renewal of Type, Class and Instrument Ratings: Refresher Training

The objective of the training is to reach the level of proficiency necessary to safely operate the relevant type or class of aeroplane and/or continue to exercise the privileges of an instrument rating. The amount of refresher training needed shall be determined on a case by case basis by the ATO, taking into account the experience of the applicant, the complexity of the aircraft and the amount of time elapsed since the expiry of the validity period of the rating. The following may be taken as guidance when determining the needs of the applicant.

For a class or type rating:

1. Expiry for a period shorter than three months: no supplementary requirements;
2. Expiry for a period longer than three months but shorter than one year: a minimum of two training sessions;
3. Expiry for longer than one year but shorter than three years: a minimum of three training sessions in which the most important malfunctions in the available systems are covered;
4. Expiry for longer than three years: the applicant should again undergo the training required for the initial issue of the rating.

For the IR:

1. Expiry for a period shorter than three months: no supplementary requirements;
2. Expiry for a period longer than three months but shorter than one year: a minimum of one training session;
3. Expiry for longer than one year but shorter than seven years: a minimum of three training sessions;
4. Expiry for longer than seven years: the applicant should undergo the full training course for the issue of IR.