

**Safety & Airspace Regulation Group**

**Flight Operations**



## **UK CAA Standards Document 21(H) Version 02**

### **Guidance for Applicants taking the Helicopter Examiners Assessment of Competence and Providers of Examiner Standardisation Training.**

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## FOREWORD

This document sets out the guidance for the requirements, training, assessment, and standardisation for the certification of UK helicopter examiners. It should be noted that the information is of a general nature only and should be read in conjunction with the latest version edition of the UK Helicopter Flight Examiner Manual.

The Civil Aviation Authority (CAA) is the competent authority of the UK for the issue of pilot licences, ratings and certificates in accordance with the ANO 2016. Nothing in this document is intended to conflict with 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 and to correct errors and omissions or to reflect changes in national policy and best practice.

References to EU regulations are to those regulations as retained and amended in UK domestic law under the European Union (Withdrawal) Act 2018.

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 holds a valid examiner authorisation certificate issued by the UK CAA.
- "Applicant" is used to indicate a person who is seeking the issue, revalidation or renewal of a pilot licence, certificate or rating.

If, after reading this document, there are any queries or comment, please contact Flight Operations ATO & FCL.

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## PART 1 INITIAL ISSUE/REVALIDATION/RENEWAL OF AN EXAMINER CERTIFICATE

### 1.1 Prerequisites for Examiners

- 1.1.1 Examiners are certified by the CAA to conduct skill tests, proficiency checks and assessments of competence in accordance with the Aircrew Regulation and are granted appropriate licence signing powers to support and facilitate the licensing system. The privileges and requirements of examiners are set out in Part-FCL Subpart K and the associated GM and AMC. Each examining role carries different requirements in terms of pre-requisites, training and assessment for appointment.
- 1.1.2 Applicants for examiner certificates are required to comply with the following general requirements:
- (1) Hold an equivalent licence, rating or certificate to the one for which they are seeking privileges to conduct skill tests, proficiency checks or assessments of competence.
  - (2) Hold the privilege to instruct for that licence, rating or certificate.
  - (3) 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.
  - (4) Have met the relevant knowledge, background, and appropriate experience relative to the privileges of an examiner as stated in Part FCL Part K.
  - (5) Have completed an approved course of examiner training and standardisation in accordance with FCL.1015 and demonstrated their competence to an Inspector from the authority or a Senior Examiner (SE) appointed by the authority for that purpose.
- 1.1.3 An examiner certificate may include privileges to carry out tests and checks on more than one type or class of aircraft. Where such a certificate has been issued, the authority to examine in a type or class of aircraft remains in place if the examiner is properly licensed to act as pilot in command and to instruct in that type or class and the authorisation is valid.
- 1.1.4 The CAA will only designate and authorise suitably qualified persons of integrity as examiners. Following receipt of an application for examiner certification the CAA will evaluate the personality and character of the applicant, and his/her cooperation with the competent authority.
- 1.1.5 The CAA may also take into account whether the applicant has been convicted of any relevant criminal or other offences, national law and principles of non-discrimination. This will include a check of whether the applicant has been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with Part-FCL or for non-compliance with the Basic Regulation and its Implementing Rules during the last three years. This will also include breaches or non-compliance with previous regulatory requirements including National Licensing requirements and the Air Navigation Order. In certain circumstances, a Disclosure and Barring Service check and/or an interview may be required.

### 1.2 Application Process

- 1.2.1 All applications for an initial, the revalidation or renewal of examiner certificates or the variation of existing examining privileges must be made to the examiner desk [examiners@caa.co.uk](mailto:examiners@caa.co.uk) at the CAA Shared Service Centre using the application form SRG 1128, available on the CAA website [www.caa.co.uk](http://www.caa.co.uk). Applications must be received, and approval granted by the CAA before the commencement of a course of examiner standardisation training.

#### 1.2.2 Administrative Process

Applicant	CAA Licensing (examiners)
<ul style="list-style-type: none"> <li>• Submits the application form and fee</li> </ul>	<ul style="list-style-type: none"> <li>• Assesses application against requirements for acceptance</li> <li>• Arranges telephone/personal interview (if required)</li> <li>• Notifies applicant of the outcome</li> <li>• Provides applicant with details of approved training organisations providing examiner training and standardisation courses</li> </ul>

<ul style="list-style-type: none"> <li>• Arranges course with training provider</li> <li>• Applies through training provider for examiner assessment of competence</li> </ul>	<ul style="list-style-type: none"> <li>• Allocates inspector or SE for examiner assessment of competence</li> </ul>
<ul style="list-style-type: none"> <li>• Undertakes assessment of competence</li> </ul>	<ul style="list-style-type: none"> <li>• Confirms all requirements are met</li> <li>• Issues examiner certificate</li> </ul>

### 1.3 Multiple Examiner Roles

Provided that Part-FCL Subpart K qualification and experience requirements are met, examiners are not confined to a single examiner category or role. When examiners hold privileges for more than one category of examiner, combined revalidation of all examiner privileges may be achieved when the applicant meets the requirements for the revalidation of those examining privileges and demonstrates competence to an inspector of the authority or a SE in one of those roles.

### 1.4 Variation of Examiner Privileges.

1.4.1 The training for an examiner to vary an authorisation is shown in the relevant Annex to this document.

1.4.2 The CAA will require a further EAoC on any new type when adding any of the following to the examiner certificate:

- (1) Single Pilot type or Multi-Pilot type.
- (2) Instrument Rating revalidation/renewal.
- (3) Single Engine or Multi-Engine.
- (4) Simulator or Aircraft.
- (5) Single Engine Turbine or Single Engine Piston.

### 1.5 Period of validity

An examiner certificate shall be valid for 3 years.

### 1.6 Revalidation

1.6.1 To revalidate an examiner certificate, holders shall comply with all of the following conditions:

- (1) before the expiry date of the certificate, have conducted at least six skill tests, proficiency checks or assessments of competence,
- (2) in the period of 12 months immediately preceding the expiry date of the certificate, have completed an examiner refresher course provided by the CAA or by an ATO approved by the CAA. The UK CAA examiner refresher courses are specifically designed for FE/SP TRE and TRE SP/MP roles. Examiners certified for differing roles, for example TRE MPH and FE PPL, are required to complete the refresher training requirements for each role undertaken. IRE/SFEs will attend appropriate the SP or MP TRE refresher courses. SEs will additionally attend a Senior Examiner Refresher Course.
- (3) one of the skill tests, proficiency checks or assessments of competence conducted shall take place in the period of 12 months immediately preceding the expiry date of the examiner certificate and shall:
  - (i) have been assessed by an inspector from the competent authority or by a senior examiner specifically authorised to do so by the competent authority responsible for the examiner certificate; or
  - (ii) comply with the requirements in point FCL.1020. If applicants for the revalidation hold privileges for more than one category of examiner, all examiner privileges may be

revalidated if applicants comply with the requirements laid down in points (b)(1) and (2) and point FCL.1020 for one of the categories of examiner certificates held, in agreement with the competent authority.

## 1.7 Renewal

Renewal If the certificate has expired, before resuming the exercise of the privileges, the applicants shall comply with the requirements in point (b)(2) and point FCL.1020 in the period of 12 months immediately preceding the application for the renewal. (d) An examiner certificate shall only be revalidated or renewed if applicants demonstrate continued compliance with the requirements laid down in points FCL.1010 and FCL.1030.

## 1.8 Fees

- 1.8.1 Fees payable to the CAA for the initial certification as an examiner, for the revalidation or renewal of examining privileges and for the variation of examiner privileges are stated in the current Scheme of Charges and are payable on application. If an applicant fails to reach the required standard for examiner certification the application will be deemed unsuccessful. A new application must be made accompanied by the appropriate test or re-test fee.
- 1.8.2 Fees for the conduct of the AoC when conducted by a CAA Inspector are stated in the current Scheme of Charges. Where the AoC is conducted by a SE the fees are arranged and payable to the individual SE
- 1.8.3 Fees for training courses at ATO are available on request directly from the course provider(s).

## 1.9 Continued Oversight

- 1.9.1 ARA.FCL.205 requires that the CAA develop an oversight programme to monitor the conduct and performance of examiners based on the number of examiners it has certified and the number of examiners certified by other competent authorities exercising their privileges within the UK over which the CAA has oversight. To fulfil this requirement:
  - (1) All examiner standardisation and refresher courses are conducted under the management system of the CAA and are listed in the appendices to this document.
  - (2) A list of all UK examiners is maintained in CAP 1585 which is available on the CAA website.
  - (3) The CAA operates a Designation of Examiners which is available on the CAA website.
  - (4) CAA Inspectors, monitor, observe, sample and conduct tests and AOCs where appropriate.
  - (5) The CAA provides a UK FEM, Standardisation Documentation and Skywise notices.
  - (6) The CAA employs a fitness of character framework for licence holders an enforcement policy for examiner discipline which can be found in the UK FEM.
- 1.9.2 The CAA reserves the right to sample the activities of examiners at any time. Specifically, approximately 6 months after the initial certification of an examiner, the CAA may allocate an inspector or SE to observe that examiner conducting a skill test or proficiency check. This sampling activity may include observing any pre-flight briefings, the conduct of the flight and any post-flight debriefings. In aircraft with only two seats, the sampling will be restricted to briefings and debriefings.

## PART 2 CONDUCT OF EXAMINER ASSESSMENT OF COMPETENCE (EAOC)

### 2.1 Issue/Revalidation /Renewal of Examiner Certificate.

- 2.1.1 Applicants for the issue/revalidation/renewal of an examiner certificate shall demonstrate their competence to a CAA inspector or an authorised senior examiner, through the conduct of a skill test, proficiency check or EAoC in the examiner role for which privileges are sought.
- 2.1.2 The competency assessment grading used by the Inspector/SE for the EAoC is listed on the TS10 form and in the UK FEM.

### 2.2 Definitions

The following definitions are used for the EAoC:

- (1) 'Inspector'/SE: the CAA inspector conducting the examiner competence assessment.
- (2) 'Examiner applicant': the person seeking certification as an examiner.
- (3) 'Candidate': the person being tested or checked by the examiner applicant.

### 2.3 Conduct of EAoC

- 2.3.1 An EAoC may be carried out in one of two ways. It may be a "live" event where the examiner applicant conducts a test or check on an actual 'candidate' for the relevant licence, rating or certificate whilst being observed by an Inspector/SE. Alternatively, the Inspector/SE might role play the 'candidate' whilst the examiner applicant conducts the test or check. This is often referred to as a "dummy" test or check.
- 2.3.2 Where the "live" event is used, the EAoC should be carried out with the 'candidate' for the licence or rating occupying the primary pilot seat, the examiner applicant in a secondary pilot seat with access to the flight controls and the Inspector/SE occupying a rear / jump seat.
- 2.3.3 For "dummy" tests and checks, the Inspector/SE will occupy the primary pilot seat, as would a 'candidate'. For tests or checks conducted in flight simulation training devices, the preferred option is for the examiner applicant to operate the device and assess the 'candidate' under test/check from the instructor's station with the Inspector/SE observing. As an alternative, the Inspector//SE may role-play the part of the applicant under test/check.
- 2.3.4 Having been briefed by the Inspector/SE on the content of the test, the examiner applicant will be expected to manage the entire test. This will include briefing, the conduct of the flight, assessment and debriefing of the 'candidate'. The Inspector/SE will discuss the assessment with the examiner applicant before the 'candidate' is debriefed and informed of the result.

### 2.4 Briefing

- 2.4.1 The briefing delivered to the 'candidate' by the examiner applicant should cover the following: should be given time and facilities to prepare for the test flight. The briefing should cover the following:
- (1) the objective of the flight,
  - (2) licensing checks, as necessary,
  - (3) freedom for the 'candidate' to ask questions,
  - (4) operating procedures to be followed (for example operators manual),
  - (5) weather assessment,
  - (6) operating capacity of 'candidate' and examiner,
  - (7) aims to be identified by 'candidate',
  - (8) simulated weather assumptions (for example icing and cloud base);
  - (9) use of screens (if applicable);
  - (10) contents of exercise to be performed,
  - (11) agreed speed and handling parameters (for example V-speeds, bank angle, approach minima),



- (12) use of R/T,
- (13) respective roles of 'candidate' and examiner (for example during emergency);
- (14) administrative procedures (for example submission of flight plan).

2.4.2 The 'candidate' should be given time and facilities to prepare for the test flight before delivering a pre-flight brief to the applicant examiner identifying the relevant TEM elements.

## 2.5 The Flight

2.5.1 The examiner applicant should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the examiner applicant:

- (1) involvement of examiner in a MP operating environment,
- (2) the need to give the 'candidate' precise instructions,
- (3) responsibility for safe conduct of the flight,
- (4) intervention by examiner, when necessary,
- (5) use of screens,
- (6) liaison with ATC and the need for concise, easily understood intentions,
- (7) prompting the 'candidate' about required sequence of events (for example following a go-around),
- (8) keeping brief, factual and unobtrusive notes.

## 2.6 Assessment

2.6.1 The examiner applicant should refer to the flight test tolerances given in the relevant skill test. Attention should be paid to the following points:

- (1) questions from the 'candidate';
- (2) give results of the test and any sections failed,
- (3) give reasons for failure.

## 2.7 Debriefing

2.7.1 The examiner applicant should demonstrate to the inspector the ability to conduct a fair, unbiased, facultative debriefing of the 'candidate' based on identifiable factual items. A balance between friendliness and firmness should be evident. The following points should be discussed with the 'candidate', at the applicant's discretion:

- (1) advise the candidate on how to avoid or correct mistakes,
- (2) mention any other points of criticism noted,
- (3) give any advice considered helpful.

## 2.8 Recording and Documentation

The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be:

- (1) the relevant test or check form,
- (2) licence entry,
- (3) notification of failure form,
- (4) relevant company forms where the examiner has privileges of conducting operator proficiency checks.

## 2.9 Demonstration of Theoretical Knowledge

The examiner applicant should demonstrate to the Inspector/SE a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.

## 2.10 EAoC conducted in the Simulator

- 2.10.1 When arranging the EAoC check, the examiner candidate shall ensure that there is sufficient seating for all occupants in the simulator or aircraft and that the Inspector/SE is able to hear to all communications.
- 2.10.2 The examiner candidate should demonstrate awareness of the simulator qualification, complete the necessary entry in the simulator technical log, and conduct a visual check the serviceability of the simulator.
- 2.10.3 The TSPG places a strong emphasis on Health and Safety at every stage of pilot training/checking. Knowledge of escape procedures (the emergency kick-out door, and escape ladder, and safety devices (internal extinguisher, emergency phones, emergency cut out switches, and lighting) is vital. The examiner candidate is under assessment, and as such the Inspector/ SE has the responsibility to assess the entire Health and Safety briefing no matter how familiar with the device they may be.
- 2.10.4 The examiner candidate is expected to demonstrate effective use of available simulator functions and time to create realistic training and checking. Standard RT within a simulated ATC environment and procedures should be used.
- 2.10.5 Immediately after exiting the simulator or returning to the briefing facility, the crew should be encouraged to retire to a suitable rest area. No indication of the test result should be given to the candidates at this stage.
- 2.10.6 The examiner candidate should complete the simulator or aircraft technical log and raise any issues with the simulator technical team. The examiner candidate will be given time to review their contemporaneous notes and then give the Inspector/SE a summary of their assessment. The Inspector/ SE will give the examiner Candidate time to formulate the debriefing.

**ANNEX 1 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
ATC	Air Traffic Control
ATO	Approved Training Organisation
ATPL	Airline Transport Pilots Licence
CDFA	Continuous Descent Final Approach
CPL	Commercial Pilot Licence
CRM	Crew Resource Management
DA/H	Decision Altitude/Height
DTO	Declared Training Organisation
EaOC	Examiner Assessment of Competence
EASA	European Aviation Safety Agency
EFATO	Engine Failure After Take-off
FEH	Flight Examiners Handbook
FEM	Flight Examiners Manual
FE (CPL)	Flight Examiner Commercial Pilot Licence
FE (PPL)	Flight Examiner Private Pilot Licence
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
GPS	Global Positioning System
GM	Guidance Material
GNSS	Global Navigation Satellite System
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
LNAV	Lateral Navigation
MDA/H	Minimum Descent Altitude/Height
ME/MEHH	Multi-Engine /Helicopter
MP or MP/H	Multi-Pilot or Multi-Pilot Helicopter
OPC	Operator Proficiency Check
Part FCL	Aircrew Regulation - Annex 1 – Part-FCL
PBN	Performance Based Navigation
PC or Proficiency Check	Demonstration of skill for the revalidation or renewal of a licence or rating, including such oral examinations as may be required.
RF	Registered Facility

RNAV	Area Navigation
RT	Radiotelephony
SE	Senior Examiner
SEP	Single-Engine Piston Helicopter
SET	Single-Engine Turbine Helicopter
ST or Skill Test	Demonstration of skill for the issue of a licence or rating
SP or SPH	Single-Pilot or Single-Pilot Helicopter
TEM	Threat and Error Management
TRE	Type Rating Examiner
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VNAV	Vertical Navigation

## APPENDIX 1 EXAMINER CORE KNOWLEDGE

Examiner training courses should comprise a course in core knowledge requirements and additional theoretical and practical training as appropriate for the specific role. An applicant for an examiner standardisation course who holds a valid examiner certificate for another role need not repeat the course of examiner core knowledge in full. The training provider may indicate a course of self-study and training as required in order to refresh core knowledge.

The core course must equip the examiner with a sound understanding of the regulatory requirements for flight crew licensing (including any national requirements), the role of the examiner and fundamentals of evaluating pilot performance.

The core course must be administered by an approved training organisation and may either be delivered in total at the ATO or as a combined self-study package followed by further tuition at the ATO. For self-study, the ATO shall provide the applicant examiner with sufficient material, documents and study guides. Upon completion of the core course, an assessment of the applicant examiner's knowledge and understanding should be made by means of an open book written test. It is important that the applicant examiner has acquired the prerequisite knowledge and understanding of the relevant parts of the Basic and Aircrew Regulations and National Requirements before continuing with the role specific and practical aspects of the course.

As a minimum, core course study material should comprise:

[Part-FCL, Part-ORA, Part-ARA and associated GM and AMC, plus requirements for Air-OPS/Part-CAT/Part-NCC/Part-NCO \(where applicable\).](#)

The course provider will indicate which parts of the Aircrew Regulation and Air Operations Regulation are applicable for the specific examiner standardisation and training course and will either provide copies of the relevant regulations or links to the relevant websites.

### [The CAA Flight Examiners Manual](#)

Once an applicant has received approval to undertake a course of examiner standardisation training an electronic copy of the FEM should be downloaded from the CAA website. The FEM contains guidance on all examiner functions and includes example briefings for various tests and checks.

### [CAA Standards Documents and CAP 804](#)

The course provider will indicate which CAA Standards Documents are relevant for the course; these should be downloaded from the CAA website [www.caa.co.uk](http://www.caa.co.uk). CAP 804 is for reference only (contains information on QMP and National Regulations).

### Examiner Core Course Syllabus

Date	Syllabus of Core Knowledge Requirements for Examiner Certification	Comment and Signature
	1. Health and Safety Brief Course study materials Course pre-requisites & candidate documentation validation Part FCL 1015 Course requirements & course program Pre-course study revision: <ul style="list-style-type: none"> <li>• The Aircrew Regulation as amended</li> <li>• Part FCL Legal basis/Scope/Format (Articles, Annexes, Appendices, AMC, GM)</li> <li>• Part-FCL Subparts A to K</li> <li>• Part-FCL Appendices 1-9</li> <li>• AMC and GM to Part-FCL</li> <li>• Air Ops Annex VII part NCO</li> <li>• SERA</li> <li>• CAP 804 Reference Document as appropriate</li> </ul>	

2	<p>Examiner Certificates, Privileges &amp; Conditions Part-FCL Subpart K</p> <ul style="list-style-type: none"> <li>• Part FCL 1000 Examiner Certificates</li> <li>• Part FCL 1005 Vested Interest Limitations</li> <li>• Part FCL 1015 Examiner Standardisation</li> <li>• Part FCL 1020 Examiner AoC</li> <li>• Part FCL 1025 Validity/Revalidation/Renewal</li> </ul> <p>FEM</p> <ul style="list-style-type: none"> <li>• Section 1 Examiner Requirements and Certification</li> </ul>	
3	<p>CAA National Requirements/Part NCO/SERA ANO</p> <ul style="list-style-type: none"> <li>• Part 1 &amp; Schedule 1 Definitions</li> <li>• Part 4 &amp; Schedule 3 Airworthiness/Permit to Fly</li> <li>• Part 5 &amp; Schedule 5 Operational Requirements</li> <li>• Part 6 &amp; Schedule 8 National Licencing</li> <li>• Part 9 &amp; Schedule 10 Documents</li> </ul> <p>Part NCO</p> <ul style="list-style-type: none"> <li>• Subpart A PIC Responsibilities</li> <li>• Subpart A Documents</li> <li>• Subpart B Use of Aerodromes/Airfields</li> <li>• Subpart D Instruments Data Equipment</li> </ul> <p>SERA 5005 &amp; 5015/ ORS 4 Exemptions</p> <ul style="list-style-type: none"> <li>• Low Flying Rules/ PFLs/Approaches /Manoeuvring</li> </ul>	
4	<p>Examiner Standardisation Part FCL AMC 2 FCL 1015</p> <ul style="list-style-type: none"> <li>• Limitations</li> <li>• Purpose of Test/Check</li> <li>• Conduct of Test/Check</li> <li>• Examiner Preparation</li> <li>• Examiner Approach</li> <li>• Assessment System</li> <li>• Method and Contents of Test/Check</li> </ul> <p>FEM</p> <ul style="list-style-type: none"> <li>• Flight Test Miscellaneous</li> <li>• Flight Testing &amp; Assessment</li> <li>• Test Conduct</li> </ul> <p>CAA Standards Documents (as appropriate) Examiner Common Errors including:</p> <ul style="list-style-type: none"> <li>• Instructing vs examining</li> <li>• Poor terminology used by examiners</li> <li>• Inefficient use of time/airspace (wasting time)</li> <li>• Poor use of not scenario-based testing</li> <li>• Emergency/abnormal procedures not scenario based and not allowing completion of drills</li> <li>• Inclusion of non-test items in tests</li> <li>• Not assessing flight planning</li> <li>• Not assessing HF/CRM/TEM</li> <li>• Inappropriate use of second attempt/repeat manoeuvre</li> </ul>	
5	<p>Assessment and Debriefing Part FCL AMC2 FCL 1010</p> <ul style="list-style-type: none"> <li>• Pass/Fail Criteria</li> <li>• Maintenance of Flight Log</li> </ul> <p>FEM 3 Flight Testing and Assessments</p> <ul style="list-style-type: none"> <li>• Use of Flight Parameters</li> <li>• Repeat Manoeuvre/Second attempt</li> </ul> <p>Standards Documents (as applicable)</p> <ul style="list-style-type: none"> <li>• Test criteria</li> </ul> <p>Fundamentals of Assessment Errors including:</p> <ul style="list-style-type: none"> <li>• Personal bias</li> <li>• Central tendency</li> </ul>	

	<ul style="list-style-type: none"> <li>• Generosity</li> <li>• Severity</li> <li>• Halo effect</li> <li>• Logical error</li> <li>• Narrow criterion</li> <li>• Delayed assessment</li> <li>• Standards error</li> </ul> <p>Use of Facilitation in Debriefs</p>	
6	<p>Threat and Error Management /Testing Emergency and Abnormal Procedures Threat and Error Management (TEM)</p> <ul style="list-style-type: none"> <li>• Threats</li> <li>• Errors</li> <li>• Undesired Aircraft State</li> <li>• Integrating/assessing TEM in flight tests.</li> </ul> <p>Testing Emergency and Abnormal Procedures</p> <ul style="list-style-type: none"> <li>• Briefings</li> <li>• Touch drills</li> <li>• Adherence to procedures</li> <li>• Situational awareness</li> </ul> <p>Safety Tips/Hazards including:</p> <ul style="list-style-type: none"> <li>• Simulated engine off landings</li> <li>• ME OEI operation</li> <li>• Crew operation/deselection of aircraft systems</li> <li>• Cockpit gradient</li> <li>• Disengagement of audio warnings</li> <li>• Upset/unusual attitude testing</li> <li>• Resetting aircraft systems</li> <li>• Glass cockpit/new technology aircraft.</li> </ul>	
7	<p>Flight Test Documentation and Administration Flight Test Booking</p> <ul style="list-style-type: none"> <li>• UK Designation of Examiner</li> <li>• Part FCL 1030 Conduct of ST/PC/AoC</li> </ul> <p>Test Documentation</p> <ul style="list-style-type: none"> <li>• Recommendation for test</li> <li>• Candidates documentation</li> <li>• SRG test forms completion and distribution</li> </ul> <p>Test /CAA Fees</p> <p>Liability</p> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Regulation 6 Appeal</li> <li>• CAA Disciplinary Policy for Examiners</li> <li>• CAA Fitness of Character Policy</li> </ul> <p>Data Protection</p> <ul style="list-style-type: none"> <li>• Retention of documents</li> <li>• General data Protection Regulation</li> </ul> <p>Test Fees</p> <p>CAP 793 Use of Unlicensed Airfields for testing</p> <p>CAA Documents</p> <ul style="list-style-type: none"> <li>• CAP 1585 Examiner Data Base</li> <li>• Skywise notifications</li> <li>• Official Record Series/AIP/AIC</li> </ul>	

## APPENDIX 2 FLIGHT EXAMINER PPL & CPL

### A2.1 Requirements

<b>Privileges associated with the examiner certificate</b>	<p>FE PPL</p> <ul style="list-style-type: none"> <li>• Conduct skill tests for the issue of the Light Aircraft Pilot Licence</li> <li>• Conduct skill tests for the issue of the Private Pilot Licence</li> <li>• Conduct skill tests and proficiency checks for single-pilot single-engine and multi engine helicopter type ratings</li> </ul> <p>FE CPL</p> <ul style="list-style-type: none"> <li>• As above and conduct skill tests for the issue of the Commercial Pilot Licence</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• FE (H) seeking privileges to examine for the LAPL – 500 hours flight time as pilot on helicopters, including at least 150 hours of flight instruction</li> <li>• FE (H) seeking privileges to examine for the PPL and skill tests and proficiency checks for SP SE helicopter type ratings entered in a PPL - 1000 hours of flight time as pilot on helicopters, including at least 250 hours of flight instruction</li> <li>• FE (H) seeking privileges to examine for the CPL and skill tests and proficiency checks for SP SE helicopter type ratings entered in a CPL - 2000 hours of flight time as pilot on helicopters, including at least 250 hours of flight instruction</li> <li>• FE (H) seeking privileges to conduct skill tests and proficiency checks for SP ME helicopter type ratings – requirements as above for flight time and instruction plus holds a CPL (H) or ATPL (H) and, when applicable, an IR (H).</li> </ul>
<b>Examiner Assessment of Competence</b>	<p>For FE PPL: Pass an EAoC conducted by an Inspector/SE. The Inspector/SE will act as the dummy applicant for a LAPL or PPL Skill Test (as applicable). The applicant examiner is to brief, manage, debrief, assess and administer the test as the final assessment. This assessment is additional to the training course and will only be conducted following satisfactory completion of the entire course.</p> <p>For FE CPL: Pass an EAoC conducted by an Inspector/SE. The inspector or SE will act as the dummy applicant for a CPL Skill Test. The applicant examiner is to brief, manage, debrief, assess and administer the test as the final assessment. This assessment is additional to the training course and will only be conducted following satisfactory completion of the entire course</p>
<b>Wider Authorisations</b>	<p>Examiners may apply for their authorisation certificates to be varied to include examining on other types on which they subsequently become qualified to instruct and meet the requirements. Additional standardisation training may be required where the examiner privileges were not tested as part of an initial examiner authorisation, or are not held within another examiner authorisation, in general terms:</p> <p><b>To add examiner privileges in MEH:</b></p> <ul style="list-style-type: none"> <li>• Hold an instructor certificate for MEH;</li> <li>• Demonstrate to the authority relevant instructional experience on the type;</li> <li>• Apply to the CAA for variation to the examiner certificate.</li> </ul> <p><b>To add SE privileges (to an authorisation issued solely for ME purposes):</b></p> <ul style="list-style-type: none"> <li>• A valid instructor certificate for SE(H);</li> <li>• Pass an AoC with an inspector from the authority or SE nominated by the authority;</li> <li>• Apply to the CAA for variation to the examiner certificate.</li> </ul> <p>Details of the specific requirements to be met to vary the authorisation should be obtained from the CAA prior to training/testing.</p>

### A2.2 FE (PPL) Standardisation Training Course Syllabus

Date	Syllabus of training for the Flight Examiner (LAPL & PPL)	Comment and Signature
1	Introduction and plan for the course	
2	Review of Core course Demonstration of knowledge and understanding of Part-FCL, ORA and ARA, including associated AMC, GM and Appendices specific to LAPL and PPL	
3	Flight test documentation and administration (practical training)	



		<ul style="list-style-type: none"> <li>• Designation of examiner process as applicable</li> <li>• Flight Crew Licence (checking and making entries)</li> <li>• Pilot logbook – checking against syllabus and recording of flight time</li> <li>• Medical certificate</li> <li>• Identification</li> <li>• Course completion certificate and recommendation for test</li> <li>• LAPL and PPL skill test report forms</li> <li>• IMC rating/IR(Restricted) application and report forms if applicable</li> <li>• EIR application and report forms (for revalidation/renewal) as applicable</li> <li>• Class and type rating test/check report forms and examiner's record</li> <li>• Notification of Failure form</li> <li>• Second and subsequent series failure report form</li> <li>• Aircraft documents and certificates, servicing, maintenance and insurance.</li> </ul>	
	4a	<p>LAPL and PPL Skill Test</p> <ul style="list-style-type: none"> <li>• Purpose of test</li> <li>• Skill Test schedule and format</li> <li>• Skill Test tolerances</li> <li>• Skill Test standard</li> <li>• Planning for test</li> <li>• Profile and route selection</li> <li>• Oral examination</li> </ul>	
	4b	<p>IMC rating/IR (restricted) skill test and proficiency check if applicable EIR proficiency check if applicable</p> <ul style="list-style-type: none"> <li>• Test/check schedule and format</li> <li>• Test/check tolerances</li> <li>• Test/check standard</li> <li>• Planning</li> <li>• Profile and route selection</li> <li>• Assessment and administration</li> <li>• Oral examination</li> </ul>	
	5	<p>Conduct of class and type rating ST and PC</p> <ul style="list-style-type: none"> <li>• Revalidation and renewal requirements</li> <li>• Test/check schedules</li> <li>• Oral examination</li> <li>• Administration of forms, licence and logbook</li> </ul>	
	6	<p>Arrangements for the conduct of skill tests and proficiency checks</p> <ul style="list-style-type: none"> <li>• Booking and arranging tests and checks</li> <li>• Approval of Aircraft</li> <li>• Use of aerodromes (licensed and unlicensed)</li> <li>• Off aerodrome facilities (e.g. helicopter landing sites)</li> <li>• Planning and briefing facilities</li> <li>• Test fees – payment</li> <li>• Delays, rescheduling, re-booking</li> </ul>	
	7	<p>Conduct of non UK tests and checks</p>	
	8	<p>Examiner briefing format and techniques (practical training)</p> <ul style="list-style-type: none"> <li>• Initial briefing</li> <li>• Applicant planning</li> <li>• Main briefing</li> <li>• Review</li> </ul>	

9	<p>Practical Conduct of Flight Test</p> <p>(Note: the conduct of 2 skill tests, proficiency checks or assessments of competences for the licences, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks is required. The first flight should be a demonstration by the tutor with the student as the candidate and the second flight with roles reversed).</p>	
10	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> <li>• Assessing performance against requirements</li> <li>• Identifying, assessing and debriefing CRM and TEM</li> <li>• Giving the result</li> <li>• Debriefing techniques, technical errors, non-technical errors, facilitation</li> <li>• Failure of skill test and proficiency checks - privileges affected, appeals procedure</li> <li>• Re-test requirements</li> <li>• Re-training (recommended or mandatory)</li> <li>• Completion of test report form and licence / log book entries</li> <li>• Statistical records</li> </ul>	
11	Final comment and recommendation for assessment of competence.	

### A2.3 FE (CPL) Standardisation Training Course Syllabus

Date	Syllabus of training for the Flight Examiner (CPL)	Signature and comment
1	Introduction and plan for the course	
2	<p>Review of Core course</p> <p>Demonstration of knowledge and understanding of Part-FCL,ORA and ARA, including associated AMC, GM and Appendices specific to CPL, PPL and LAPL</p> <p>Demonstration of knowledge and understanding of Air Ops, specifically for single-pilot commercial operations</p>	
3	<p>Flight test documentation and administration (practical training)</p> <ul style="list-style-type: none"> <li>• Flight crew licence – checking and making entries</li> <li>• Pilot logbook – checking against syllabus and recording of flight time</li> <li>• Medical certificate</li> <li>• Identification</li> <li>• Course completion certificate &amp; recommendation for test</li> <li>• LAPL, PPL and CPL skill test report forms</li> <li>• Class and type rating test/check report forms and examiner's record</li> <li>• Notification of Failure Form</li> <li>• Second and subsequent series failure report form</li> <li>• Aircraft documents and certificates, servicing, maintenance, insurance and approval for use on test</li> </ul>	
4	<p>For each of the following: LAPL, PPL and CPL Skill Test</p> <ul style="list-style-type: none"> <li>• Purpose of test</li> <li>• Skill Test schedule and format</li> <li>• Skill Test tolerances</li> <li>• Skill Test standard</li> <li>• Planning for test</li> <li>• Profile and route selection</li> <li>• Oral examination</li> </ul>	
5	<p>Conduct of class and type rating ST and PC</p> <ul style="list-style-type: none"> <li>• Revalidation and renewal requirements</li> <li>• Test/check schedules</li> <li>• Oral examination</li> <li>• Administration of forms, licence and logbook</li> </ul>	
6	Conduct of non-UK tests and checks	

7	<p>Arrangements for the conduct of skill tests and proficiency checks</p> <ul style="list-style-type: none"> <li>• Booking and arranging tests and checks</li> <li>• Approval of Aircraft</li> <li>• Use of aerodromes (licensed and unlicensed)</li> <li>• Off aerodrome facilities (e.g. helicopter landing sites)</li> <li>• Planning and briefing facilities</li> <li>• Test fees</li> <li>• Delays, rescheduling, re-booking</li> </ul>	
8	<p>Examiner briefing format and techniques (practical training)</p> <ul style="list-style-type: none"> <li>• Initial briefing</li> <li>• Applicant planning</li> <li>• Main briefing</li> <li>• Review</li> </ul>	
9	<p>Conduct of Flight Exercises (practical training)</p> <ul style="list-style-type: none"> <li>• Examiner conduct (acting as passenger, keeping notes, directing the sequence of events, intervention, briefing, lookout etc)</li> <li>• Handling of simulated emergencies and abnormal procedures (scenario, realism, safety)</li> <li>• Termination of flight test</li> <li>• Repeat manoeuvres</li> <li>• Partial, incomplete and incomplete partial tests</li> <li>• Use of GPS, autopilot, flight director etc where fitted</li> <li>• Tests/checks in technically advanced aircraft (SLPC, integrated instrument/avionic (glass panel) displays, TIS, TCAS, TAWS etc).</li> </ul>	
10	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> <li>• Assessing performance against requirements</li> <li>• Identifying, assessing and debriefing CRM and TEM</li> <li>• Giving the result</li> <li>• Debriefing techniques, technical errors, non-technical errors, facilitation</li> <li>• Failure of skill test and proficiency checks - privileges affected, appeals procedure</li> <li>• Re-test requirements</li> <li>• Re-training (recommended or mandatory)</li> <li>• Completion of test report form and licence / log book entries</li> <li>• Statistical records</li> </ul>	
11	<p>Equipment required and standard of aircraft for use on CPL Skill Tests.</p>	
12	<p>Final comment and recommendation for assessment of competence.</p>	

## APPENDIX 3 TYPE RATING EXAMINER (TRE) / SYNTHETIC FLIGHT EXAMINER (SFE)

### A3.1 Requirements

<p><b>Privileges associated with the examiner certificate</b></p>	<p><b>Single Pilot</b></p> <ul style="list-style-type: none"> <li>• Conduct skill tests for the issue of SP helicopter type ratings.</li> <li>• Conduct proficiency checks for revalidation and renewal of SP type ratings</li> <li>• Conduct proficiency checks for revalidation and renewal of Instrument Ratings provided the TRE holds a valid IR (H) and completes additional training below.</li> <li>• Conduct OPC (where examiner standardisation training and the AoC includes OPC).</li> <li>• Conduct tests and checks in FSTD (where examiner standardisation training and the AoC includes FSTD).</li> <li>• Conduct an AoC for the issue, revalidation or renewal of a TRI (H) or SFI(H) certificate (see below)</li> </ul> <p><b>Multi Pilot</b></p> <ul style="list-style-type: none"> <li>• As above in MPH and</li> <li>• Skill tests for ATPL(H) issue;</li> </ul> <p><b>SFE (in an FFS):</b></p> <ul style="list-style-type: none"> <li>• Skill tests and proficiency checks for the issue, revalidation and renewal of Type Ratings; and</li> <li>• Proficiency checks for the revalidation and renewal of IRs, provided that the SFE complies with the requirements in FCL.1010.IRE(b);</li> <li>• Skill tests for ATPL(H) issue;</li> <li>• Skill tests and proficiency checks for the issue, revalidation or renewal of an SFI(H) certificate, provided that the examiner has completed at least 3 years as an SFE and has received additional training</li> </ul>
<p><b>Prerequisites</b></p>	<p><b>Single Pilot</b></p> <ul style="list-style-type: none"> <li>• Hold a CPL (H), or ATPL (H) with single-pilot privileges.</li> <li>• Hold a TRI or FI certificate for the applicable type and have completed at least 50 hours of flight instruction as an TRI, FI or SFI on the applicable type or FSTD representing that type.</li> <li>• Have completed 750 hours of flight time as pilot of helicopters of which at least 500 hours shall be as PIC</li> </ul> <p><b>Multi Pilot</b></p> <ul style="list-style-type: none"> <li>• Hold a CPL(H) or ATPL(H) and have completed 1 500 hours of flight as a pilot on multi-pilot helicopters, of which at least 500 hours shall be as PIC;</li> <li>• In the case of single-pilot multi-engine helicopters have completed 1 000 hours of flight as pilot on helicopters, of which at least 500 hours shall be as PIC and hold a CPL(H) or ATPL(H) and, when applicable, a valid IR(H);</li> <li>• Before the privileges of a TRE(H) are extended from single-pilot multi-engine to multi-pilot multi-engine privileges on the same type of helicopter, the holder shall have at least 100 hours in multi-pilot operations on this type.</li> <li>• In the case of candidates for the first multi-pilot multi-engine TRE certificate, the 1 500 hours of flight experience on multi-pilot helicopters required above may be considered to have been met if they have completed the 500 hours of flight time as PIC on a multi-pilot helicopter of the same Type.</li> </ul> <p><b>SFE</b></p> <ul style="list-style-type: none"> <li>• Hold or have held an ATPL(H), a Type Rating and an SFI(H) certificate for the applicable type of helicopter;</li> <li>• Have at least 1 000 hours of flight time as a pilot on multi-pilot helicopters;</li> <li>• For the initial issue of an SFE certificate, have completed at least 50 hours of synthetic flight instruction as an SFI(H) on the applicable Type.</li> </ul> <p>In the case of applying for TRE(H)/SFE(H) (b)(4) privileges, Shall be a current TRE or SFE with at least 3 years of experience (simulator or aircraft, as applicable to the TRI tests to be conducted) and shall have completed training and been assessed as suitable to conduct TRI AoC's as defined in the ATO manual to the limit of the examiners own TRI or SFI privileges.</p>
<p><b>Examiner Assessment of Competence</b></p>	<p>Following acceptance of their application the examiner candidate will undergo an EAoC with an Inspector/SE in either the aircraft, FFS or both depending on the privilege sought.</p> <p>For SP TRE without IR revalidation and renewal privileges, this will normally be an observed or dummy ST or PC conducted day, VFR.</p> <p>For SP TRE/IRR an examiner may act as the dummy applicant for a ST or PC combined with the revalidation or renewal of an IR. A second examiner may observe the conduct of the flight from the rear seat. The applicant examiner is to brief, manage, debrief, assess and administer the test as their final assessment.</p>

## A3.2 TRE/SFE Standardisation Training Course Syllabus

Date	Syllabus of training for the TRE (H)	Signature
1	Introduction and plan for the course	
2	Review of Core course  Demonstration of knowledge and understanding of Part-FCL, the Aircrew Regulation, including associated AMC, GM and Appendices specific to helicopter type ratings and instrument ratings if applicable.  And, for applicant examiners seeking privileges to conduct OPC:  Demonstration of knowledge and understanding of Air OPS and the associated AMC, GM and Temporary Guidance Leaflets, plus the company operations manual, specifically Part D.	
3	Flight test documentation and administration (practical training) <ul style="list-style-type: none"> <li>• Flight crew licence – checking and making entries</li> <li>• Pilot logbook – checking and recording of flight time</li> <li>• Medical certificate</li> <li>• Identification</li> <li>• For the issue of type ratings – course completion certificate and recommendation for test</li> <li>• For renewal of lapsed ratings - approved course completion certificate</li> <li>• Type rating test/check report forms and examiner's record</li> <li>• Notification of Failure Form</li> <li>• Aircraft documents and certificates, servicing, maintenance and insurance.</li> </ul>	
4	Arrangements for the conduct of skill tests and proficiency checks <ul style="list-style-type: none"> <li>• Booking and arranging tests and checks</li> <li>• Use of helicopter (equipment, documents, maintenance, servicing, insurance, CAA approval etc)</li> <li>• Use of aerodromes (licensed and unlicensed) and off airfield sites</li> <li>• Planning and briefing facilities</li> <li>• Test fees</li> <li>• Delays, rescheduling, re-booking</li> </ul>	
5	Purpose of test SP/MP as applicable <ul style="list-style-type: none"> <li>• Initial type rating</li> <li>• Revalidation or renewal of a type or instrument rating</li> <li>• Type rating only (VFR)</li> <li>• Instrument rating only (Section 5 of the PC schedule)</li> <li>• Combined type and instrument rating</li> <li>• Cross-crediting sections of PC schedule</li> <li>• ATPL Skill Test</li> </ul> And for each of the above: <ul style="list-style-type: none"> <li>• Schedule and format (sections and items to include)</li> <li>• Profile (order of events) and selection of route</li> <li>• Oral examination</li> </ul>	
6	Examiner briefing format and techniques (practical training) <ul style="list-style-type: none"> <li>• Initial briefing</li> <li>• Applicant planning</li> <li>• Main briefing</li> <li>• Review</li> </ul>	
7	Conduct of Flight Exercises (practical training) <ul style="list-style-type: none"> <li>• Examiner conduct (acting as passenger, keeping notes, directing the sequence of events, intervention, briefing, lookout etc)</li> <li>• Handling of simulated emergencies and abnormal procedures (scenario, realism, safety)</li> <li>• Termination of flight test</li> <li>• Repeat manoeuvres</li> </ul>	

		<ul style="list-style-type: none"> <li>• Incomplete tests</li> <li>• Use of GPS, autopilot, flight director etc where fitted</li> <li>• PBN</li> <li>• Tests/checks in technically advanced aircraft (integrated instrument/avionic (glass panel) displays, TIS, TCAS, TAWS etc)</li> </ul>	
	8	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> <li>• Assessing performance against requirements</li> <li>• Debriefing techniques, technical errors, non-technical errors, facilitation (demonstration and practise)</li> <li>• Failure of skill test and proficiency checks - privileges affected, appeals procedure</li> <li>• Re-test requirements</li> <li>• Re-training (recommended or mandatory)</li> <li>• Completion of test report form and licence / log book entries</li> <li>• Statistical records</li> </ul>	
	9	Conduct of non-UK tests and checks	
	10	<p>OPC requirements (examiners seeking OPC privileges only)</p> <ul style="list-style-type: none"> <li>• Air-OPS</li> <li>• Company Ops Manual</li> <li>• CRMI training – assessment of non-technical skills and facilitation debriefing techniques</li> </ul>	
	11	<p>Conduct of tests and checks in FNPTII or Flight Simulators</p> <ul style="list-style-type: none"> <li>• What is permitted</li> <li>• Role of the examiner</li> <li>• Generating and maintaining a sense of realism</li> </ul>	
	12	Final comment and recommendation for assessment of competence	

## A3.3 TRE (b4) Privilege Requirements

<b>Privilege</b>	Conduct assessments of competence for the issue, revalidation or renewal of a TRI(H) or SFI(H) certificates.
<b>Prerequisites</b>	Completed at least 3 years as a TRE and have undergone specific training for the assessment of competence in accordance with point FCL.1015 (b).
<b>Course Details</b>	<p>Training courses are conducted by the CAA or approved course providers.</p> <p>The minimum course duration specified in AMC 1 to FCL.1015 is one day, including at least 2 test or check profiles (assessments of competence) in the role of examiner. Training providers are required to train the applicant examiner to competency the role associated with the privileges of FCL 1005(b)(4) and shall ensure that all required theoretical and practical training has been completed. To that end, the minimum course duration specified in AMC 1 to FCL.1015 may be impracticable. Course lengths reflect the time required for one applicant to complete all practical training elements including observing the tutor demonstrating and the applicant practising the role of examiner. Where two or more applicants attend a course, the duration should be increased accordingly so that each applicant practises the role of examiner.</p>
<b>Pre-course preparation</b>	<p>Study of the relevant parts of Part-FCL, the related AMCs and GM</p> <p>Study of the relevant parts of Part-ARA, the related AMCs and GM</p> <p>Study of the relevant parts of Part-ORA, the related AMCs and GM</p> <p>Study of the UK Flight Examiners' Manual</p>
<b>Outline Course Syllabus</b>	<p>Theoretical and practical training is to cover the following (as applicable to the privileges being sought):</p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of Part-FCL requirements; specifically, the cover regulation, Subparts A, H, J and K and the associated AMC and GM</li> <li>• Content conduct and assessment criteria for the assessment of competence for instructor certificates (AMC FCL.935) including full, partial and incomplete checks</li> <li>• General examining principles</li> <li>• Fundamentals of Human Performance and limitations relevant to flight examination</li> <li>• Fundamentals of evaluation relevant to applicant's performance</li> <li>• Reporting and documentation</li> <li>• Protection of personal data</li> <li>• Liability</li> <li>• Accident insurance</li> </ul>
<b>Examiner Assessment of Competence</b>	<p>Course providers are required to recommend the applicant's suitability for assessment.</p> <p>Pass an examiner assessment of competence (EAoC). This will be conducted by an inspector from the authority or SE specifically nominated for the purpose, in the appropriate type of helicopter or FTD and in the specific role for which authorisation is sought.</p> <p>The examiner AoC will include all aspects of the assessment of instructor competence in accordance with AMC FCL.935 and CAA Standards Document ????.</p> <p>The AoC shall be normally conducted as a "dummy" test with the inspector/ SE playing the role of an applicant for an instructor certificate. In exceptional circumstances, the AoC may be conducted as a "live" event in which case the AoC shall be in an aircraft having at least four seats with the applicant for the instructor certificate occupying the normal instructor's position and the examiner seeking authorisation for FCL 1005(b)(4) privilege in the student pilot's seat. The inspector or SE will occupy a rear/jump seat in the aircraft. The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a requirement for further training.</p>
<b>Wider Authorisations</b>	Examiner's authorisation certificates are issued for use on specified types of aircraft and for particular roles. Examiners may apply for their examiner certificate to be varied to include other types or roles for which they subsequently become qualified to instruct. Variation may require additional standardisation training and an assessment of competence.
<b>Ongoing Standardisation</b>	<p>Examiners are required to comply with appropriate examiner standardisation requirements of FCL.1025 and the associated GM and AMC. These requirements will be addressed through examiner refresher courses and the provision of guidance material including the FEH, standards documents and other information notified through SkyWise.</p> <p>The CAA reserves the right to sample the activities of examiners at any time. Specifically, approximately 6 months after the initial certification of an examiner, the CAA may allocate an inspector or SE to observe that examiner conducting a skill test or proficiency check. This sampling activity may include observing any pre-flight briefings, the conduct of the flight and any post-flight debriefings. In aircraft with only two seats, the sampling will be restricted to briefings and debriefings.</p>
<b>Revalidation of an examiner certificate</b>	<p>The holder of an examiner certificate must:</p> <ol style="list-style-type: none"> <li>(1) Before the expiry date of the certificate, have conducted at least six skill tests, proficiency checks or assessments of competence;</li> <li>(2) In the period of 12 months immediately preceding the expiry date of the certificate, have completed an examiner refresher course which is provided by the competent authority or which is provided by an ATO and approved by the competent authority</li> </ol>

	<p>(3) One of the skill tests, proficiency checks or assessments of competence conducted in accordance with point (1) shall take place in the period of 12 months immediately preceding the expiry date of the examiner certificate and shall:</p> <p>(i) have been assessed by an inspector from the competent authority or by a senior examiner specifically authorised to do so by the competent authority responsible for the examiner certificate; or</p> <p>(ii) comply with the requirements in point FCL.1020.</p> <p>If applicants for the revalidation hold privileges for more than one category of examiner, all examiner privileges may be revalidated if applicants comply with the requirements laid down in points (b)(1) and (2) and point FCL.1020 for one of the categories of examiner certificates held, in agreement with the competent authority.</p> <p>Comply with current standardisation arrangements.</p>
<b>Renewal</b>	Renewal If the certificate has expired, before resuming the exercise of the privileges, the applicants shall comply with the requirements in point 2) and point FCL.1020 in the period of 12 months immediately preceding the application for the renewal.
<b>Administration</b>	<p>An examiner certificate shall only be revalidated or renewed if applicants demonstrate continued compliance with the requirements laid down in points FCL.1010 and FCL.1030.</p> <p>If the TRI assessment of competence is conducted in an FFS, the TRI certificate shall be restricted to flight instruction in FFSs.</p> <p>The restriction shall be lifted when the TRI has passed the assessment of competence on an aircraft.</p>
<b>Notes</b>	One day is assumed to be 7 hours of productive theoretical instruction and practical training. With appropriate breaks for lunch and refreshment this equates to an 8 hour working day.

#### A3.4 TRE (b4) Privilege Standardisation Training Course Syllabus

Date	Syllabus of training for the Flight Instructor Examiner	Signature and comment
1	<p>Introduction and administration for the course</p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• H&amp;S Brief</li> <li>• Course Outline</li> </ul>	
2	<p>Review of core course:</p> <p>Demonstration of knowledge and understanding of Part-FCL, the Aircrew Regulation including associated AMC, GM and Appendices specific to examiner certificates.</p>	
3	<p>AoC administration and Flight test documentation:</p> <ul style="list-style-type: none"> <li>• Prerequisite for Initial, revalidation, renewal or variation of TRI/SFI privileges</li> <li>• Booking and arranging tests and checks</li> <li>• Use of aircraft (equipment, documents, maintenance, servicing, insurance, approval etc)</li> <li>• Use of aerodromes (licensed and unlicensed)</li> <li>• Off aerodrome facilities (e.g. helicopter landing sites)</li> <li>• Planning and briefing facilities</li> <li>• Test fees</li> <li>• Flight crew licence – checking and making entries</li> <li>• Pilot logbook – checking and recording of flight time</li> <li>• Medical certificate</li> <li>• Identification</li> <li>• Approved course completion certificate and recommendation for test</li> <li>• Instructor certificate test/check report forms and examiner's record</li> <li>• Notification of Failure Form</li> </ul>	
5	<p>Aim of the AoC:</p> <ul style="list-style-type: none"> <li>• AoC schedule and format selection of flight exercises to be taught and order of events.</li> <li>• Associated ground briefings and theoretical knowledge oral examination</li> </ul> <p>Assessing FCL 920 Instructor Competences:</p> <ul style="list-style-type: none"> <li>• Prepare resources,</li> <li>• Create a climate conducive to learning,</li> <li>• Present knowledge,</li> <li>• Integrate Threat and Error Management (TEM) and crew resource management,</li> <li>• Manage time to achieve training objectives,</li> <li>• Facilitate learning,</li> </ul>	



		<ul style="list-style-type: none"> <li>Assess trainee performance,</li> <li>Monitor and review progress,</li> <li>Evaluate training sessions,</li> <li>Report outcome.</li> </ul>	
6	<p>Conduct of AoC: Discussion and standardisation of flying exercises for type ratings including:</p> <ul style="list-style-type: none"> <li>The content and structure of the syllabus</li> <li>The standardisation of lesson plans</li> <li>Example pre-flight briefings (good and poor examples)</li> <li>Acceptable variations (e.g. changing the sequence of events)</li> </ul> <p>The content and conduct of the long briefing and theoretical knowledge oral examination:</p> <ul style="list-style-type: none"> <li>Appropriate subject matter</li> <li>Acceptable breadth and depth of knowledge</li> </ul> <p>Revision of common examiner errors including:</p> <ul style="list-style-type: none"> <li>Instructing vs examining</li> <li>Poor terminology used by examiners</li> <li>Inefficient use of time/airspace (wasting time)</li> <li>Poor use of not scenario-based testing</li> <li>Emergency/abnormal procedures not scenario based and not allowing completion of drills</li> <li>Inclusion of non-test items in tests</li> <li>Not assessing flight planning</li> <li>Not assessing HF/CRM/TEM</li> </ul> <p>Revision of TEM Assessment</p> <ul style="list-style-type: none"> <li>EHEST HE 8</li> </ul> <p>Revision of Testing Abnormal and Emergency procedures:</p> <ul style="list-style-type: none"> <li>EHEST HE 11</li> </ul>		
7	<p>AoC examiner briefing and debriefing:</p> <ul style="list-style-type: none"> <li>Introductory brief</li> <li>Pre-flight briefing</li> <li>Post flight debrief</li> <li>Final debriefing/Facilitation techniques</li> </ul>		
9	<p>AoC Assessment criteria:</p> <ul style="list-style-type: none"> <li>Instructor competencies</li> <li>Theoretical Knowledge</li> <li>Ability to impart knowledge in the air and on the ground</li> <li>Flying ability</li> <li>Assessment errors</li> </ul> <p>Results criteria:</p> <ul style="list-style-type: none"> <li>Pass, Partial Pass, Fail</li> <li>Re-test requirements</li> <li>Re-training</li> </ul> <p>Revision of assessment errors including:</p> <ul style="list-style-type: none"> <li>Personal bias</li> <li>Central tendency</li> <li>Generosity</li> <li>Severity</li> <li>Halo effect</li> <li>Logical error</li> <li>Narrow criterion</li> <li>Delayed assessment</li> <li>Standards error</li> </ul>		
10	<p>AoC documentation and administration:</p> <ul style="list-style-type: none"> <li>Instructor test/check report forms including RG 1100, 2129</li> <li>Licence and logbook entries</li> <li>Personal data protection</li> <li>Reg 6 Appeals against conduct of flight tests</li> <li>Insurance requirements</li> </ul>		
8	<p>Practical training in aircraft (or FTD as appropriate) including at least 2 AoC profiles.</p>		
9	<p>Final comments.</p>		

## APPENDIX 4 FLIGHT INSTRUCTOR EXAMINER (FIE)

### A4.1 Requirements

<b>Privileges associated with the examiner certificate</b>	<p>Conduct AoC for the issue, revalidation or renewal of certificates for:</p> <ul style="list-style-type: none"> <li>Flight Instructor (FI)</li> <li>Instrument Rating Instructor (IRI)</li> <li>Type Rating Instructor (TRI) on single pilot helicopters</li> </ul> <p>And AoC to vary the privileges of the FI certificate to include:</p> <ul style="list-style-type: none"> <li>Instructional privileges for single-pilot multi-engine helicopter type ratings</li> <li>Instructional privileges for the IR</li> <li>Instructional privileges for an FI, IRI, TRI(H) certificate</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>Hold the relevant instructor certificate, as applicable to the authorisation sought</li> <li>For FIE (H) have completed 2000 hours flight time as pilot of helicopters</li> <li>Have at least 100 hours of flight time instructing applicants for an instructor certificate</li> </ul>
<b>Examiner Assessment of Competence</b>	<p>Pass an EAoC conducted by an Inspector/SE specifically nominated for the purpose.</p> <p>The EAoC will include all aspects of the instructor AoC in accordance with AMC FCL.935 and CAA Standards Document 10.</p> <p>The EAoC shall be normally conducted as a “dummy” test with the Inspector/ SE playing the role of an applicant for an instructor certificate. In exceptional circumstances, the AoC may be conducted as a “live” event in which case the AoC shall be in an aircraft having at least four seats with the applicant for the instructor certificate occupying the normal instructor’s position and the examiner seeking authorisation as FIE in the student pilot’s seat. The inspector or SE will occupy a rear/jump seat in the aircraft.</p>

### A4.2 FIE Standardisation Training Course Syllabus

<b>D a t e</b>	<b>Syllabus of training for the Flight Instructor Examiner</b>	<b>Signature and comment</b>
1	Introduction and plan for the course	
2	<p>Review of core course</p> <p>Demonstration of knowledge and understanding of Part-FCL, the Aircrew Regulation including associated AMC, GM and Appendices specific to instructor certificates.</p>	
3	<p>Flight test documentation and administration (practical training)</p> <ul style="list-style-type: none"> <li>Flight crew licence – checking and making entries</li> <li>Pilot logbook – checking and recording of flight time</li> <li>Medical certificate</li> <li>Identification</li> <li>Approved course completion certificate and recommendation for test</li> <li>Instructor certificate test/check report forms and examiner’s record</li> <li>Notification of Failure Form</li> <li>Aircraft documents and certificates, servicing, maintenance and insurance.</li> </ul>	
4	<p>Arrangements for the conduct of assessments of competence for the issue, revalidation, renewal or variation of instructor certificates</p> <ul style="list-style-type: none"> <li>Booking and arranging tests and checks</li> <li>Use of aircraft (equipment, documents, maintenance, servicing, insurance, approval etc)</li> <li>Use of aerodromes (licensed and unlicensed)</li> <li>Off aerodrome facilities (e.g. helicopter landing sites)</li> <li>Planning and briefing facilities</li> <li>Test fees</li> <li>Delays, rescheduling, re-booking</li> </ul>	
5	<p>Purpose of test</p> <ul style="list-style-type: none"> <li>Initial FI certificate</li> </ul>	

	<ul style="list-style-type: none"> <li>Initial CRI, TRI or IRI certificate</li> <li>Revalidation, renewal or variation of instructional privileges</li> </ul> <p>And for each of the above:</p> <ul style="list-style-type: none"> <li>Schedule and format (sections and items to include)</li> <li>Profile (selection of appropriate exercises to be taught and order of events)</li> <li>Associated ground briefings and theoretical knowledge oral examination</li> </ul>	
6	<p>As required for FI, CRI, TRI and IRI:</p> <p>Discussion and standardisation of flying exercises for licence, class, type and instrument ratings including:</p> <ul style="list-style-type: none"> <li>The content and structure of the syllabus</li> <li>The content and development of lesson plans</li> <li>Example pre-flight briefings (good and poor examples)</li> <li>Acceptable variations (e.g. changing the sequence of events)</li> </ul>	
7	<p>The content and conduct of the long briefing and theoretical knowledge oral examination</p> <ul style="list-style-type: none"> <li>Appropriate subject matter</li> <li>Expected breadth and depth of knowledge</li> <li>Question and answer technique</li> </ul>	
8	<p>Examiner briefing format and techniques</p> <ul style="list-style-type: none"> <li>Introductory brief</li> <li>Pre-flight briefing</li> <li>Primary and secondary air exercises</li> <li>Post flight debrief</li> <li>Long briefing</li> <li>Theoretical knowledge oral examination</li> <li>Final debriefing</li> </ul>	
9	<p>Assessment criteria</p> <ul style="list-style-type: none"> <li>Instructor competencies</li> <li>Breadth and depth of knowledge</li> <li>Ability to impart knowledge in the air and on the ground</li> <li>Personal flying ability</li> </ul> <p>Results</p> <ul style="list-style-type: none"> <li>Pass, Partial Pass, Fail</li> <li>Re-test requirements</li> <li>Re-training</li> </ul>	
10	<p>Flight test documentation and administration</p> <ul style="list-style-type: none"> <li>Instructor test/check report forms</li> <li>Licence and logbook entries</li> <li>Statistical records</li> <li>Personal data protection</li> <li>Appeals against conduct of flight tests</li> </ul>	
11	<p>Final comments and recommendation for assessment of competence</p>	

## APPENDIX 5 INSTRUMENT RATING EXAMINER (IRE)

### A5.1 Requirements

<b>Privileges associated with the examiner certificate</b>	Conduct skill tests for the issue and proficiency checks for the revalidation or renewal of Instrument Ratings.
<b>Prerequisites</b>	For Helicopters: Hold an IRI(H) and have completed <ul style="list-style-type: none"> <li>• 2000 hours flight time as pilot on helicopters; and</li> <li>• 300 hours of instrument flight time on helicopters, of which 200 hours shall be as an instructor.</li> </ul>
<b>Examiner Assessment of Competence</b>	Pass an AoC with an inspector from the authority or SE nominated for the purpose. This will normally be a dummy IR skill test. The inspector or SE will act as the dummy applicant for an IR Skill Test. The applicant examiner is to brief, manage, debrief assess and administrate the test as their final assessment.  The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a requirement for further training.
<b>Wider Authorisations</b>	Where the following examiner privileges were not tested as part of an initial examiner authorisation, or are not held within another examiner authorisation, in general terms:  <b>To add examiner privileges in ME aeroplanes:</b> <ul style="list-style-type: none"> <li>• Hold an instructor certificate for ME aeroplanes;</li> <li>• Demonstrate to the authority relevant instructional experience on the class or type or, in exceptional circumstances, an equivalent type;</li> <li>• Receive standardisation training from an approved course provider on the conduct of testing one engine inoperative procedures;</li> <li>• Pass an AoC with an inspector from the authority or SE nominated by the authority, comprising the relevant parts of the test/check schedule for one engine inoperative procedures;</li> <li>• Apply to the CAA for variation to the examiner certificate.</li> </ul> Details of the specific requirements to be met to vary the authorisation should be obtained from Flight Operations prior to training/testing.

### A5.2 IRE Standardisation Training Course Syllabus

Date	Syllabus of training for the IRE (A)	Signature and Comment
1	Introduction and plan for the course	
2	Review of Core course  Demonstration of knowledge and understanding specific to instrument ratings. <ul style="list-style-type: none"> <li>• Part-FCL, the Aircrew Regulation, including associated AMC, GM and Appendices (7, 8 &amp; 9)</li> <li>• ORO ARA</li> <li>• UK ANO</li> <li>• ICAO Annex 1 with regard to the IR</li> <li>• Foreign licence (ICAO) IR conversion</li> <li>• Competence based IR</li> <li>• IFR procedures (PANS-OPS, Part Ops, SERA etc)</li> <li>• Interpretation of NAA (AIP) terminal charts and approach plates and proprietary (Jeppesen/Navtech) plates</li> <li>• PBN</li> </ul>	
3	Flight test documentation and administration (practical training) <ul style="list-style-type: none"> <li>• Flight crew licence – checking and making entries</li> <li>• Pilot logbook – checking against syllabus and recording of flight time</li> <li>• Medical certificate</li> <li>• Identification</li> <li>• For initial IR - Course completion certificate and recommendation for test</li> <li>• For renewal of lapsed IR – approved course completion certificate</li> </ul>	

		<ul style="list-style-type: none"> <li>IR test/check report forms (initial IR or revalidation/renewal proficiency check plus examiner's record)</li> <li>Notification of Failure Form</li> <li>Aircraft documents and certificates, servicing, maintenance and insurance.</li> </ul>	
	4	<p>Arrangements for the conduct of skill tests and proficiency checks</p> <ul style="list-style-type: none"> <li>Booking and arranging tests and checks</li> <li>Use of aircraft (equipment, documents, maintenance, servicing, insurance, foreign registered aircraft approval/permissions etc)</li> <li>Use of aerodromes (licensed and unlicensed)</li> <li>Planning and briefing facilities</li> <li>Test fees</li> <li>Delays, rescheduling, re-booking</li> </ul>	
	5	<p>Purpose of test</p> <ul style="list-style-type: none"> <li>Initial IR</li> <li>Revalidation or renewal of an IR</li> <li>Instrument rating only, or;</li> <li>Combined type and instrument rating</li> <li>Cross crediting of the IR</li> </ul> <p>And for each of the above:</p> <ul style="list-style-type: none"> <li>Schedule and format (sections and items to include)</li> <li>Profile (order of events, selection of route, selection of procedures)</li> <li>Oral examination</li> </ul>	
	6	<p>Examiner briefing format and techniques (practical training)</p> <ul style="list-style-type: none"> <li>Initial briefing</li> <li>Applicant planning</li> <li>Main briefing</li> <li>Review</li> </ul>	
	7	<p>Conduct of Flight Exercises (practical training)</p> <ul style="list-style-type: none"> <li>Examiner conduct (acting as passenger, keeping notes, directing the sequence of events, intervention, briefing, lookout etc)</li> <li>Handling of simulated emergencies and abnormal procedures (scenario, realism, safety)</li> <li>Simulating instrument failure (limited/partial panel) and setting up unusual attitudes</li> <li>Termination of flight test</li> <li>Repeat manoeuvres</li> <li>Partial, incomplete and incomplete partial tests</li> <li>Conventional ("green needle") navigation and instrument approach procedures</li> <li>PBN: Departure, En-route, Arrival and RNAV GNSS Approach procedures .Use of flight director and autopilot for initial, revalidation, renewal</li> <li>Tests/checks in technically advanced aircraft (SLPC, integrated instrument/avionic (EFIS) displays, TIS, TCAS, TAWS etc).</li> </ul>	
	8	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> <li>Assessing performance against requirements</li> <li>Identifying, assessing and debriefing CRM and TEM</li> <li>Giving the result</li> <li>Debriefing techniques, technical errors, non-technical errors, facilitation</li> <li>Failure of skill test and proficiency checks - privileges affected, appeals procedure</li> <li>Re-test requirements</li> <li>Re-training (recommended or mandatory)</li> <li>Completion of test report form and licence / log book entries</li> </ul>	

		<ul style="list-style-type: none"><li>• Statistical records</li></ul>	
	9	<p>Conduct of tests and checks in FNPTII or Flight Simulators</p> <ul style="list-style-type: none"><li>• What is permitted</li><li>• Role of the examiner</li><li>• Operating the IOS</li><li>• Generating and maintaining a sense of realism (Met, NOTAM, pre-flight planning, use of headsets etc)</li></ul>	

## APPENDIX 6 EXAMINER REFRESHER COURSE

The examiner refresher course should follow the content of the examiner standardisation course, included in AMC1 FCL.1015, and take into account specific contents appropriate to the category of examiner affected. The course should be a combination of instruction, lecture, discussion, role play and facilitation.

Course material	
1	<p>Introduction</p> <p>Health &amp; Safety Brief</p> <p>Check of attendee's documentation</p> <p>Course Materials</p> <p>AMC1 FCL 1025 Examiner Course requirement and Course Program</p> <p>Revision of Examiner Certificates, Privileges &amp; Conditions</p> <p>Part-FCL Subpart K</p> <ul style="list-style-type: none"> <li>• Part FCL 1000 Examiner Certificates</li> <li>• Part FCL 1005 Vested Interest Limitations</li> <li>• Part FCL 1015 Examiner Standardisation</li> <li>• Part FCL 1020 Examiner AoC</li> <li>• Part FCL.1025 Validity, revalidation and renewal of examiner certificates</li> </ul> <p>FEM</p> <p>Section 1 Examiner Requirements and Certification</p>
2	<p>Revision of current CAA National Requirements/Part NCO/SERA ANO (as appropriate)</p> <ul style="list-style-type: none"> <li>• Part 1 &amp; Schedule 1 Definitions</li> <li>• Part 4 &amp; Schedule 3 Airworthiness/Permit to Fly</li> <li>• Part 5 &amp; Schedule 5 Operational Requirements</li> <li>• Part 6 &amp; Schedule 8 National Licencing</li> <li>• Part 9 &amp; Schedule 10 Documents</li> </ul> <p>Part NCO ( as appropriate to testing)</p> <ul style="list-style-type: none"> <li>• Subpart A PIC Responsibilities</li> <li>• Subpart A Documents</li> <li>• Subpart B Use of Aerodromes/Airfields</li> <li>• Subpart D Instruments Data Equipment</li> </ul> <p>SERA 5005 &amp; 5015/ ORS 4 Exemptions</p> <ul style="list-style-type: none"> <li>• Low Flying Rules/ PFLs/Approaches /Manoeuvring</li> </ul>
3	<p>Examiner Standardisation for Conduct of Tests and Common Errors</p> <p>Part FCL AMC 2 FCL 1015</p> <ul style="list-style-type: none"> <li>• Limitations</li> <li>• Purpose of Test/Check</li> <li>• Conduct of Test/Check</li> <li>• Examiner Preparation</li> <li>• Examiner Approach</li> <li>• Assessment System</li> <li>• Method and Contents of Test/Check</li> </ul> <p>Examiner Common Errors including:</p> <ul style="list-style-type: none"> <li>• Instructing vs examining</li> <li>• Poor terminology used by examiners</li> <li>• Inefficient use of time/airspace (wasting time)</li> <li>• Poor use of not scenario-based testing</li> <li>• Emergency/abnormal procedures not scenario based and not allowing completion of drills</li> <li>• Inclusion of non-test items in tests</li> <li>• Not assessing flight planning</li> <li>• Not assessing HF/CRM/TEM</li> </ul> <ul style="list-style-type: none"> <li>• Inappropriate use of second attempt/repeat manoeuvre</li> </ul>
4	<p>Assessment and Debriefing</p> <p>Part FCL AMC2 FCL 1010</p> <ul style="list-style-type: none"> <li>• Pass/Fail Criteria</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintenance of Flight Log</li> </ul> <p>FEH Section 3 Flight Testing and Assessments</p> <ul style="list-style-type: none"> <li>• Use of Flight Parameters</li> <li>• Repeat Manoeuvre/Second attempt</li> </ul> <p>Standards Documents (as applicable)</p> <ul style="list-style-type: none"> <li>• Test criteria</li> </ul> <p>Fundamentals of Assessment Errors including:</p> <ul style="list-style-type: none"> <li>• Personal bias</li> <li>• Central tendency</li> <li>• Generosity</li> <li>• Severity</li> <li>• Halo effect</li> <li>• Logical error</li> <li>• Narrow criterion</li> <li>• Delayed assessment</li> <li>• Standards error</li> </ul> <p>Examples/exercise of use of Facilitation in Debriefs</p>
5	<p>Threat and Error Management /Testing Emergency and Abnormal Procedures</p> <p>Threat and Error Management (TEM)</p> <ul style="list-style-type: none"> <li>• Threats</li> <li>• Errors</li> <li>• Undesired Aircraft State</li> <li>• Integrating/assessing TEM in flight tests.</li> </ul> <p>Testing Emergency and Abnormal Procedures</p> <ul style="list-style-type: none"> <li>• Briefings</li> <li>• Touch drills</li> <li>• Adherence to procedures</li> <li>• Situational awareness</li> </ul> <p>Safety Tips/Hazards including:</p> <ul style="list-style-type: none"> <li>• Simulated engine off landings</li> <li>• ME OEI operation</li> <li>• Crew operation/deselection of aircraft systems</li> <li>• Cockpit gradient</li> <li>• Disengagement of audio warnings</li> <li>• Upset/unusual attitude testing</li> <li>• Resetting aircraft systems</li> </ul> <p>Glass cockpit/new technology aircraft.</p>
6	<p>Flight Test Documentation and Administration</p> <p>Flight Test Booking</p> <ul style="list-style-type: none"> <li>• UK Designation of Examiner</li> <li>• Part FCL 1030 Conduct of ST/PC/AoC</li> </ul> <p>Test Documentation</p> <ul style="list-style-type: none"> <li>• Recommendation for test</li> <li>• Candidates documentation</li> <li>• SRG test forms, completion and distribution</li> </ul> <p>Test /CAA Fees</p> <p>Liability</p> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Regulation 6 Appeal</li> <li>• CAA Disciplinary Policy for Examiners</li> <li>• CAA Fitness policy</li> </ul> <p>Data Protection</p> <ul style="list-style-type: none"> <li>• Retention of documents</li> <li>• General data Protection Regulation</li> </ul> <p>Test Fees</p>



	<p>CAP 793 Use of Unlicensed Airfields for testing CAA Documents</p> <ul style="list-style-type: none"><li>• CAP 1585 Examiner Data Base</li><li>• Skywise notifications</li><li>• Official Record Series</li></ul> <p>AIP/AIC as appropriate</p>
6	Additional elements required by CAA to be included

## APPENDIX 7 GUIDANCE OF THE PROVIDERS OF EXAMINER STANDARDISATION AND EXAMINER REFRESHER COURSES

### 7.1 General

- 7.1.1 Part FCL.1015 Examiner Standardisation, requires that applicants for an examiner certificate shall undertake a standardisation course provided by the competent authority or by an ATO and approved by the competent authority. AMC1 FCL.1015 Examiner Standardisation General states: (a) The competent authority may provide the course itself or through an arrangement with an ATO. **This arrangement should clearly state that the ATO is acting under the management system of the competent authority.**
- 7.1.2 In order to revalidate or renew an examiner certificate, one of the requirements is for the examiner to attend an Examiner Refresher Course provided by the competent authority or by an ATO and approved by the competent authority. This must be completed during the last year of the validity period the examiner certificate.
- 7.1.3 This appendix provides guidance to course providers seeking approval to conduct courses of examiner standardisation training, and for the provision of Examiner Refresher Courses under an arrangement with the UK CAA.
- 7.1.2 Any advice concerning Examiner Standardisation Courses and Examiner Refresher Courses may be obtained from:

ATO & FCL  
Flight Operations  
Safety and Airspace Regulation Group  
Civil Aviation Authority  
Beehive Ring Road  
West Sussex  
RH6 0YR

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

### 7.2 Approval of Courses

- 7.2.1 The CAA may elect to appoint an ATO to provide training for Examiners certification on its behalf. When the CAA makes use of such provision, this is not to be considered an approval in the normal sense, rather a fully contracted activity for which the CAA retains the responsibility. The course should clearly state that it is being conducted under the management system of the CAA.
- 7.2.2 Examiner standardisation courses will be subject to an initial charge and ongoing oversight charge in accordance with the current CAA scheme of charges as published.

### 7.3 Course Providers

- 7.3.1 An ATO may apply for approval to conduct examiner standardisation training courses. To hold an approval the course provider must satisfy the CAA that it has appropriately qualified staff, suitable facilities and can deliver an effective and compliant course. For the initial grant of an approval the course provider shall provide a practical demonstration of the course to the satisfaction of an Inspector from the authority

### 7.4 Personnel

- 7.4.1 Examiner standardisation courses are to be conducted under the supervision and to the satisfaction of the CAA by a SE (or in exceptional circumstances an experienced examiner approved by the CAA), nominated to the authority and identified in the approved course manual. The nominated SE is responsible for the delivery of the course in accordance with the course approval and approved course manual(s). Any other personnel employed as course tutors must hold valid Part-FCL examiner certificates (FE, CRE, TRE, FIE or IRE) as applicable to the course and should have at least 3 years' experience as an examiner and be approved by the CAA. Additionally, all course tutors must have recent practical experience of conducting the

same tests, checks or assessments of competence for which they are training examiners. This is considered to be at least two tests, checks or AoC in that role in the preceding 12 months.

- 7.4.2 Course tutors must be able to deliver effective 'role-playing' demonstrations that simulate the range of pilot performance and competence a trainee examiner is likely to experience once qualified. Course tutors must demonstrate in-depth knowledge of the test and check requirements and schedules, test tolerances, assessment criteria and administrative procedures. In addition, course tutors should have a thorough understanding of the assessment of non-technical skills, CRM, TEM, the use of behavioural marker systems and the effective employment of facilitative debriefing skills.
- 7.4.3 For examiner standardisation training courses conducted in aircraft, course tutors must be qualified to act as pilot in command (PIC) and shall have instructional privileges in the applicable type or class of aircraft used on the course including differences training as appropriate. For courses conducted in full flight simulators (FFS) or flight navigation & procedures trainers (FNPT), the course tutor should be qualified to act as pilot in command and have instructional privileges in the applicable type or class of aircraft represented by the FFS or FNPT. In exceptional circumstances, and with prior approval from the CAA, course tutors may be authorised to conduct examiner training in FFS or FNPT representing types on which they are not qualified, provided they are qualified on a type with broadly similar design, complexity and performance. This is to ensure that tutors remain credible, up to date with the requirements, and are in a position to pass on recent experience of examining in the appropriate category of aircraft.
- 7.4.4 The examiner refresher course will provide refresher training to examiners that encompasses their knowledge and practical understanding of all elements of the examiner standardisation course syllabus as detailed in AMC1.FCL.1015. It shall also include changes in regulation and policy which have occurred since the delegate examiner completed their initial examiner standardisation course or last course and include subjects as promulgated periodically as required by the UK CAA Training Support Regulation Group. The UK CAA will closely monitor provision of this approved activity.
- 7.4.5 Examiner Refresher Courses are to be conducted under the supervision and to the satisfaction of the CAA by a SE (or in exceptional circumstances an experienced examiner approved by the CAA), nominated to the authority and identified in the approved course manual. The nominated examiner is responsible for the delivery of the course in accordance with the course approval and approved course manual(s). Any other personnel employed as course tutors must hold valid Part-FCL examiner certificates (FE, CRE, TRE, FIE or IRE) as applicable to the course and should have at least 3 years' experience as an examiner and be approved by the CAA.
- 7.4.5 Guest speakers may be contracted by the course provider to deliver presentations provided that their experience and qualifications reflect those required to deliver the content of AMC 1 FCL.1015 with knowledge, understanding and authority. Speakers need not be certified examiners and may include, for example, experts in human factors and performance or specialists in aviation insurance and must be approved by the CAA
- 7.4.6 An examiner course will be at least a full day course and examiners shall attend the whole course. To achieve the benefit of the shared feedback and experience of a course the minimum number of candidates shall not be less than four examiners, unless with prior agreement from the CAA for less. Where courses cater for a significant number of delegates, consideration should be given to providing administrative staff to ensure the course runs to schedule and that the delegates' needs are catered for.
- 7.4.7 The course provider shall establish a procedure with the CAA informing the CAA of an individual's attendance at a course which should be sent to [examiners@caa.co.uk](mailto:examiners@caa.co.uk). The individual should be presented with a Course Completion Certificate.

## 7.5 Facilities

- 7.5.1 The following facilities shall be provided by examiner standardisation course providers and are required to be approved by the CAA for the purpose:

#### Accommodation and equipment

- A dedicated training room
- Aircraft and/or synthetic flight training devices
- Course manuals and handouts
- Access to regulatory documents

7.5.2 The facilities should include audio-visual equipment to record briefings and debriefings and suitable playback equipment to enable the trainee examiners to view their performance in order to facilitate learning. Other aids to instruction such as a white board, projector or computer plus monitor, must be available. Suitably maintained and equipped aircraft and/or approved flight simulation training devices (FSTD qualified in accordance with CS-FSTD (A)) must be used to provide practical exercises to develop the trainee examiners' flight management, observational and analytical skills. Synthetic flight training devices need not be full flight simulators but must have the fidelity to enable the course tutor to demonstrate typical handling, technical, non-technical and procedural errors in a realistic fashion. The minimum acceptable FSTD is a Flight Navigation Procedures Trainer (FNPT) II. Documents associated with the requirements for examiners, guidance material and flight documentation must be available for use by the trainee examiners throughout the course.

7.5.3 For refresher courses the provider should ensure that the venue is suitable for the number of expected attendees and complies with Health and Safety requirements. The venue is required to be approved by the CAA and any changes to the venue or use of additional venues require prior approval of the CAA. The venue should have adequate levels of lighting and soundproofing and acoustics such that presenters can be heard and understood from anywhere in the room. The venue should include training aids and equipment such as IT projectors, OHP, flip charts etc. There should also be provision for comfort breaks and for refreshment during breaks in proceedings.

#### 7.6 Course Syllabus

7.6.1 The course provider must produce a course syllabus to be approved by the CAA and once approved any changes to the syllabus will require prior approval by the CAA. The syllabus should provide details as follows:

- Aim of the Course
- Aim and content of the specific course modules/lesson plans
- Timing of the course modules/lesson plans
- Details of reference material and training devices to be used during the course
- Aim, format and content of any progress tests or theoretical knowledge examinations

7.6.2 For refresher courses the approved provider should provide to the CAA for approval an agenda outlining the subject areas to be covered in relationship to AMC 1 FCL.1010 and AMC 1 FCL.1025 and representative lesson plans including example presentations.

#### 7.7 Training Manual

7.7.1 The course provider shall produce a training manual. The training manual should contain the following:

- Aim of the course
- Aim and content of the specific course modules
- Lesson plans with teaching points to be covered within each module
- Knowledge requirements, including sources of information
- Exercise scenarios
- Theoretical knowledge test papers and answers
- Flight profiles to be used in the aircraft or FSTD
- Aircraft checklist
- Course timings
- Arrangements for course tutor training, supervision, currency and refresher training

7.7.2 The course syllabus and training manual are to be controlled documents for the purpose of the approval. Any proposed amendment(s) to either of these documents must be approved by the CAA Approvals section.

## 7.8 Initial Application and Approval Process

7.8.1 Applicants for an approval to conduct examiner standardisation training courses should apply to CAA Approvals section using application Form SRG 2125, and for examiner refresher courses using Form SRG 2136; both are available from the CAA website. The appropriate fee, as published in the CAA Scheme of Charges, must accompany the application. No work will be undertaken by the CAA until the fee has been received.

7.8.2 The applicant should also provide the following with the application:

- The course syllabus or proposed content of the refresher course as applicable;
- The course Training Manual;
- A list of proposed course tutors or presenters as applicable, including details of their relevant qualification and experience;
- Details of the facilities to be used to conduct the course;
- Representative lesson plans including example presentations.

7.8.3 Upon receipt of the application a CAA FOI will be detailed as the inspector responsible for the course approval. The inspector will review the application to ensure it is compliant with the requirements of Part-FCL and as set out in this Standards Document. The inspector may request changes by the course provider if it is considered the application fails to meet the requirements.

7.8.4 Once the inspector is satisfied that the application meets the basic requirements, the CAA will grant the course provider approval to run examiner standardisation training courses or deliver examiner refresher courses as appropriate. For an initial approval an inspector will arrange to observe all of the first course delivered by the provider.

## 7.9 Ongoing Oversight and Approval

7.9.1 An approval certificate for an examiner standardisation course or examiner refresher course shall remain valid so long as the ATO remains in compliance with Part-ORA, Part-FCL, the associated GM and AMC and other requirements and regulations as applicable. Subject to compliance with the conditions of the certificate, the certificate shall remain valid unless it has been surrendered, superseded, limited, suspended or revoked.

7.9.2 In order to undertake the oversight activity and obligation under Part-ARA and the CAA management system, the CAA will periodically require an FOI to sample examiner standardisation courses and refresher courses. **An ATO intending to conduct an examiner course is required to give the CAA a minimum of 28 days' notice so that an inspector or staff examiner can be tasked to attend.** As a minimum, the course will be inspected for continuing approval at least once every three years.

## 7.10 Variation of an Approval

7.10.1 Applications for any variation of an approval, for example to include training for further examiner qualifications or roles, shall be made to the CAA Approvals section, accompanied where applicable by the appropriate fee in accordance with the current scheme of charges. Applications for variation will be treated in the same manner as an initial application for course approval except that observation of the course may be reduced.

## 7.11 Suspension or Revocation of an Approval

7.11.1 The quality of an examiner standardisation training course will be measured primarily by the standard demonstrated by applicant examiners during their assessment of competence. If it

becomes evident that trainee examiners are not been trained to the standard required to pass the AoC, the CAA may raise a non-conformance and seek remedial action. If remedial action is ineffective and trainee examiners continue to be inadequately prepared for the AoC the CAA may suspend, limit or revoke the course approval in accordance with ARA.GEN.355.

- 7.11.2 The quality of a refresher course will be measured by feedback provided by examiners attending the course and periodic sampling by an inspector of the authority. If it becomes evident that most examiners attending the course are dissatisfied with the content and/or quality of presentations at the course, or that it fails to address the requirements of FCL.1025, the CAA will raise a non-conformance and seek remedial action as outlined above.
- 7.11.3 Following suspension or limitation of a course approval, the course provider will be required to demonstrate, to the satisfaction of the CAA, that appropriate actions have been taken to address the identified shortfalls. This is likely to require a further observation by an inspector, and this will be charged at the training inspector/flight examiner daily rate published in the current Scheme of Charges. Should the inspector be satisfied that the remedial action is effective the approval will be reinstated.
- 7.11.4 Should the approval certificate for an examiner standardisation course or refresher course be revoked, any application for re-approval will be treated as an initial approval. In this case a new application must be submitted in accordance with paragraph 8 above.

## 7.12 Quality System

- 7.12.1 An ATO providing examiner training is acting under the management system of the CAA.
- 7.12.2 In order to ensure that an examiner standardisation course or examiner refresher course is being conducted effectively to a high standard, and in accordance with the regulatory requirements, the course provider must have in place a Quality System capable of monitoring the course output and collate and assess feedback from trainee examiners or course attendees. The system should provide a method of ensuring that any shortfalls identified are followed up by the course provider and remedial action taken and is subject to audit by the CAA.