Safety Regulation Group
Flight Operations Inspectorate (Training Standards)

Standards Document No. 24A Version 1

Instructions and Procedures for Conducting OPCs by JAA SFE/TRE/CRE Examiners Not Holding a UK-Issued Licence (National or JAR) and/or CRMI Authorisation

Single-Pilot Aeroplanes (SPA) and Multi-Pilot Aeroplanes (MPA)

All amendments to this document will be completed electronically.

The latest version of the document can be found on the CAA website.

www.caa.co.uk/standardsdocuments

CAA Training Standards is compiling a database of examiners' company names and personal e-mail addresses with the intention of updating information and notifying revisions to CAA Standards Documents, application forms etc. by e-mail. Authorised Examiners are strongly urged to use the link below for this purpose. Simply enter your **CAA reference number** in the message field, and then send. Receipt of this e-mail will be taken by Training Standards Administration as confirmation of your consent to this information being stored on the database.
trainingstandards@caa.co.uk

If you change your e-mail address, please ensure that you use the link to update the database.

Table of Contents

GLOSSARY

AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AOC	Air Operator's Certificate
CAT	Commercial Air Transport
CRE	Class Rating Examiner
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
CRMIE	Crew Resource Management Instructor Examiner
DA	Decision Altitude
DME	Distance Measuring Equipment
EAAC	Examiner Authorisation Acceptance Check
EASA	European Aviation Safety Agency
EFIS	Electronic Flight Instrument System
EU	European Union
FAA	Federal Aviation Administration
FDM	Flight Data Monitoring
FL	Flight Level
FOI	Flight Operations Inspector
FOTI	Flight Operations Training Inspector
ICAO	International Civil Aviation Organization
ILS	Instrument Landing System
IOS	Instructor Operating Station
IR	Instrument Rating
JAR	Joint Aviation Requirements
LOFT	Line Orientated Flying Training
LPC	Licensing Proficiency Check
LST	Licensing Skill Test
LVO	Low Visibility Operation
MCC	Multi-Crew Co-operation
MDA	Minimum Descent Altitude
MPA	Multi-Pilot Aeroplane
OPC	Operator Proficiency Check
RETRE	Revalidation Type Rating Examiner
ROD	Rate Of Descent
RTF	Radiotelephony
SFE	Synthetic Flight Examiner
SOP	Standard Operating Procedure
SPA	Single-Pilot Aeroplane
TCE	Training Centre Evaluator
TI	Training Inspector
TRE	Type Rating Examiner
TRI	Type Rating Instructor
TRTO	Type Rating Training Organisation

1 CURRENT POSITION

1.1 The overseas UK authorised examiners, predominantly but not exclusively in the North American Territories, conduct Licensing Skill Tests (LSTs)/Licensing Proficiency Checks (LPCs) for Commercial Air Transport (CAT) Air Operator Certificate (AOC) companies without complying with the normal UK requirements for examiners. Credit was given for their Federal Aviation Administration (FAA) Training Centre Evaluator (TCE) authorisations in the decision to grant a restricted (no Operator Proficiency Check (OPC)) Synthetic Flight Examiner (SFE) and/or Class Rating Examiner (CRE) authorisation.

1.2 There has been a significant increase in the use of simulators, which the CAA supports. A high proportion of these simulators are outside the European Union (EU) and there is an increased demand for overseas Type Rating Training Organisations (TRTOs) to conduct OPCs on behalf of UK AOC operators. A majority of the UK AOC operators are unable to conduct these OPCs using their own staff, or lack sufficient numbers of CREs or Type Rating Examiners (TREs).

2 PAST AGREEMENTS

2.1 The CAA has in the past permitted alleviations to start-ups and new type introductions to enable these OPCs to be conducted, provided the Crew Resource Management (CRM) aspects and operator procedures are addressed to the satisfaction of the assigned inspector. This has led to a number of problems.

2.2 First, the agreements reached have led to a less than standard approach, resulting in different operators applying differing standards, which has led to significant confusion and potentially variable safety standards.

2.3 Secondly, despite the one-off nature of these arrangements, some operators have been applying these alleviations as a standard without specific authorisation.

2.4 Thirdly, the arrangements currently in place do not fully meet the regulatory requirements, nor are they likely to meet future European Aviation Safety Agency (EASA) requirements.

3 REVIEW PROCESS

3.1 The CAA has also reviewed its training policy for standardising non-EU examiners and the current one-day ground school course.

3.2 The result of this review has led to the recommendation that the non-EU TRTOs must ensure that their examiners meet the existing standards for UK examiners in order to continue to exercise their examiner authorisations in accordance with Standards Document No. 24.

4 TRTO ACTIONS

4.1 The TRTOs have been advised that they must identify and train sufficient Revalidation Type Rating Examiners (RETREs) to service the number of examiners in their respective TRTOs. The CAA's expectation is that a minimum of one RETRE to every twenty authorised examiners will be required. The responsibilities of the RETRE are:

   a) All initial and recurrent Standardisation Courses for SFE/CRE.

   b) OPC renewals/revalidations and oversight of TRTO examiners.

   c) Crew Resource Management Instructor (CRMI) renewals/revalidations and oversight of TRTO examiners.

   d) SFE/CRE oversight and three-yearly revalidations.

4.2 The CAA proposes that all new applications for a UK examiner authority will be subject to a five-day standardisation course in line with current UK policy at Appendix 4. The syllabus of this course will be tailored to the skill and knowledge base of the TRTO examiner population in accordance with Appendix 3, and agreed by Training Standards. Delivery of the course will be

restricted to a RETRE authorised by the CAA. Existing examiners at their next recurrent training will be required to attend the five-day standardisation course to serve as a refresher and cover the subject matter that was not covered when originally authorised.

4.3 The RETREs will be initially accredited as Crew Resource Management Instructor Examiners (CRMIEs) by a Training Inspector (TI), and their training will include an applicable module to assess their own examiners and CRMIs. The revalidation or renewal of the CRMIE qualification will be combined with the three-yearly RETRE Examiner Authorisation Acceptance Check (EAAC), in line with existing UK requirements.

4.4 All UK AOC operators will initially conduct an OPC on the RETRE. This check will be conducted by a UK AOC company examiner qualified on type. In the absence of a UK AOC company examiner on the specific type the UK AOC operator may request a one-off permission for an examiner qualified on a similar type to conduct the OPC.

4.5 The RETREs within each TRTO will be responsible for ensuring that examiners authorised to conduct OPCs hold a valid OPC with a UK AOC operator. This OPC may be with any UK AOC operator, and must be revalidated/renewed as required to ensure that the examiner has completed an OPC within the applicable validity period (six months) whenever he conducts an OPC as examiner.

4.6 Once confidence in this new process has been gained there may be scope for the UK AOC operator to authorise the RETRE within each TRTO to conduct the OPC on the TRTO examiners on their behalf.

4.7 The RETRE will, in conjunction with the Head of Training as nominated on the TRTO Approval, monitor the standard of their examiners on an ongoing basis and in accordance with the UK AOC operators' requirements.

4.8 The TRTO will need to apply to the CAA when the training and checking of individual SFEs/CREs has been completed as specified above, to request that the OPC restriction be lifted and CRMI accreditation added. An example of the form to be used can be found at Appendix 2.

5 UK AOC OPERATORS' ACTIONS

5.1 The UK AOC operator will present to their assigned inspector a programme that will need to include, as a minimum, the following:

a) In accordance with the requirements of EU-OPS 1.037 and 1.175 the UK AOC operator will nominate and train qualified staff (nominated representative) to visit each TRTO centre and brief the Head of Training nominated on the TRTO Approval and RETREs on the required standards and processes. They will also audit the TRTO's facilities and conduct an observation of a 'live' OPC being conducted on their crews.

b) The UK AOC operator will ensure that all necessary operations manuals, Standard Operating Procedures (SOPs) and documentation are supplied and appropriate training given to the nominated RETREs at the TRTO for onward transmission to the nominated examiners to discharge their responsibilities. The UK AOC operator will ensure that the documentation provided is updated and controlled in accordance with their current update processes.

c) The UK AOC operator's nominated representative will, in accordance with an agreed audit oversight programme, observe either a combined LPC/OPC or a stand-alone OPC being conducted by a suitably trained and authorised TRTO examiner (SFE or CRE) to ensure that the standards achieved meet with their requirements. This audit function should ideally be conducted by a UK AOC company examiner. In the absence of a UK AOC company examiner the UK AOC nominated representative will observe the check/test and report in accordance with the UK AOC operators process.

d) To ensure that the process is constantly monitored, the UK AOC operator will be required to put in place a crew feedback system. Each crew will complete a report form following a check/test, and the information supplied will be subject to review by the Postholder for Training within the UK AOC operator. The Postholder for Training

will monitor these reports and analyse trends to ensure that any reduction in standards is identified and rectified within an appropriate timescale dictated by a suitable risk matrix. The results and actions arising from this feedback system will be monitored through the UK AOC operator's Quality System.

6 FLIGHT OPERATIONS INSPECTOR (FOI) ACTIONS

6.1 The process for compliance will require the operator to submit their proposal in accordance with this instruction to their assigned FOI. The assigned FOI will seek guidance from Training Standards to agree the acceptability of the submission. Once the process has been agreed and implemented the assigned FOI will be required to audit the activity as part of the normal oversight process.

7 TRANSITIONAL ARRANGEMENTS

7.1 It is acknowledged that implementing the requirements detailed within this document will require a period of transition. UK AOC operators will be required to provide an interim training and oversight plan, which will ensure that the applicable standards are being delivered, and that a method of oversight of the OPCs (including CRM assessment) is achieved. This training and oversight plan should be submitted to the assigned FOI, who will seek guidance and advice from Training Standards. The operator's submission must include a timescale within which the operator believes that they can achieve full compliance with this Standards Document.

7.2 The TRTOs will also submit their plan of implementation to Training Standards so that a co-ordinated implementation can occur.

7.3 The AOC operator should ensure any examiner acting on their behalf possesses the following minimum level of knowledge prior to conducting checks.

7.3.1 The examiner must be issued with their own copy of the UK AOC operator's Part D and Part B operations manuals appropriate to the aircraft type. The UK AOC Operator will be responsible for ensuring these are kept up to date.

7.3.2 The UK AOC operator must ensure that the examiner briefing covers the following areas:

   a) SOPs which should identify any differences between the TRTO methodology and the UK AOC operator's.

   b) CRM behavioural markers used by the operator and their method of application.

   c) Administrative Actions - this should include training paperwork contained within Part D including completion standard and reporting method, performance calculations, and normal and emergency checklists.

   d) Training/Checking content - this should cover the six-monthly cycle of three-yearly items required to be covered including recording methodology, required Line Orientated Flying Training (LOFT) exercises and what objective output is required, briefing on Flight Data Monitoring (FDM) data trends and if any topical areas of concern require addressing and incident review material required to be covered.

   Confirmation of understanding should be by either verbal or written verification (this could be confirmed during the observed OPC by the AOC operator's representative).
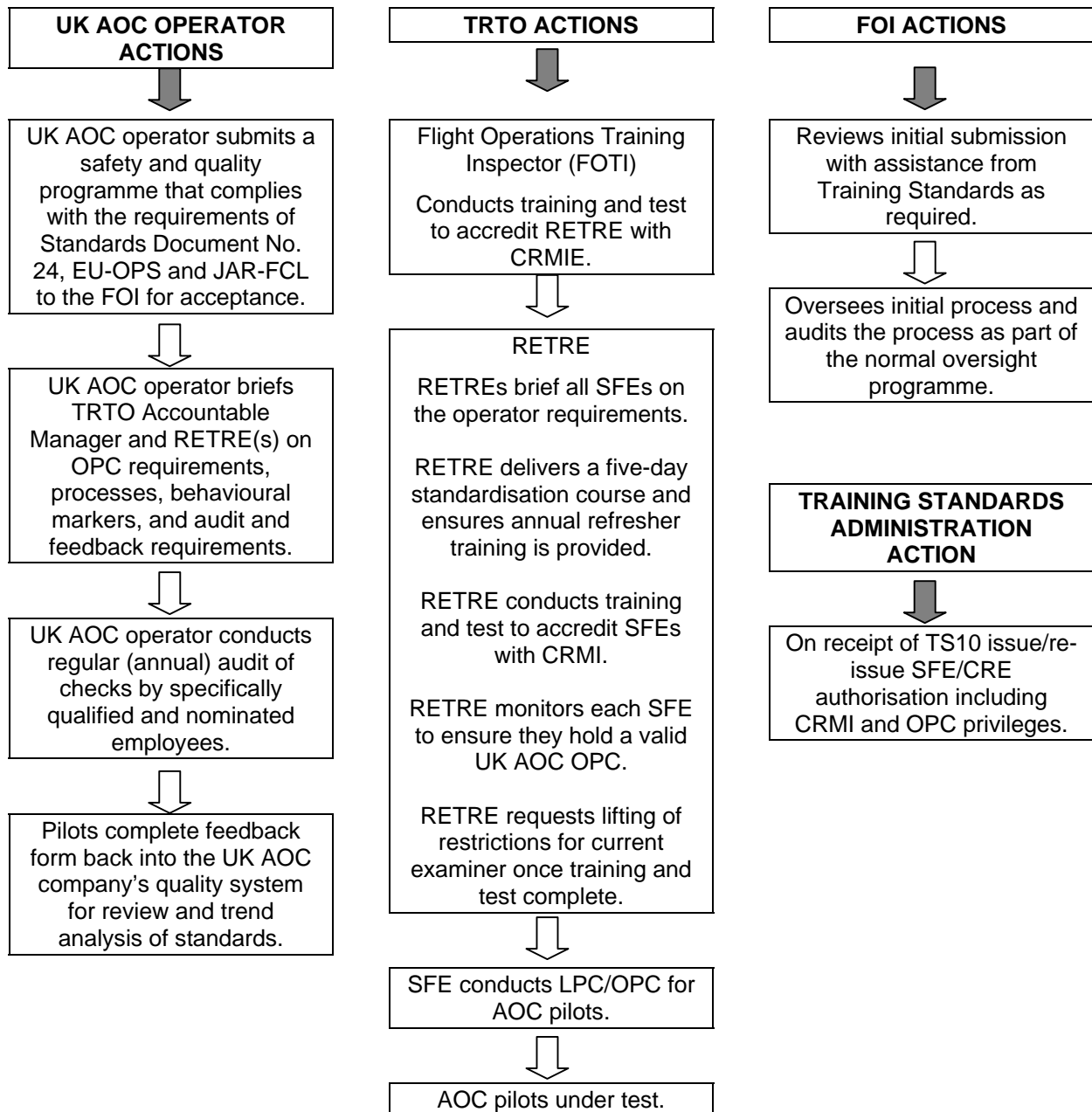
7.3.3 The observation of the OPC as a quality check should be conducted by a person who is appropriately qualified. This will need to be flexible depending on the qualification of the UK AOC operator's staff. It is envisaged the following staff would be appropriately qualified for such a purpose. If the UK AOC operator employees a pilot qualified as in paragraph (a) then they would conduct the observation, if they only employed a pilot qualified at paragraph (b) then that would be the method and so on... If the UK AOC operator does not employ any instructors or examiners then the Postholder for Training would have to observe the OPC being conducted to ensure standardisation.

a)   UK AOC operator employed TRE/Type Rating Instructor (TRI)/CRMI on the type of aircraft the check is being carried out on (this requires full UK AOC operator procedure knowledge as a current operating pilot).

b)   TRI/CRMI on the type of aircraft (this requires full UK AOC operator procedure knowledge as a current operating pilot).

c)   TRE/TRI/CRMI on a similar type of aircraft (this requires full UK AOC operator procedure knowledge as a current operating pilot).

d)   Where no qualified instructor or examiner is employed on staff then the Postholder for Training should conduct the observation to verify their standards are being applied.

7.4   TRTOs with UK TRE/CRMIE Qualified Staff

7.4.1   Temporary arrangements have been agreed with TRTOs who have UK TRE/CRMIEs and who posses a valid UK OPC. They will be permitted to train their overseas RETREs and SFEs in CRM behavioural markers in the USA to enable them to become CRMI qualified.

7.4.2   Where the UK TRE/CRMIE has conducted training on overseas RETREs to authorise them to conduct CRMI training on SFEs, the UK TRE/CRMIE will observe the overseas RETRE conducting their first live check prior to releasing them to conduct OPCs unsupervised (this may be combined with a revalidation of the SFE's authority if within one year of expiry).

7.4.3   With the AOC operator's agreement and confirmation of the appropriate knowledge then this would be acceptable as a temporary arrangement pending the RETRE complying with the conditions stated in the new Standards Document and the cascaded training being completed.

7.4.4   These temporary arrangements would be time-limited to coincide with the RETRE conference to be held in 2009, at which the RETREs will be trained and standardised by a CAA Training Inspector as CRMIEs. Thereafter Chapter 7 Transitional Arrangements will no longer be valid.

APPENDIX 1 FLOW DIAGRAM

UK AOC OPERATOR ACTIONS	TRTO ACTIONS	FOI ACTIONS

UK AOC OPERATOR ACTIONS

UK AOC operator submits a safety and quality programme that complies with the requirements of Standards Document No. 24, EU-OPS and JAR-FCL to the FOI for acceptance.

↓

UK AOC operator briefs TRTO Accountable Manager and RETRE(s) on OPC requirements, processes, behavioural markers, and audit and feedback requirements.

↓

UK AOC operator conducts regular (annual) audit of checks by specifically qualified and nominated employees.

↓

Pilots complete feedback form back into the UK AOC company's quality system for review and trend analysis of standards.

TRTO ACTIONS

Flight Operations Training Inspector (FOTI)

Conducts training and test to accredit RETRE with CRMIE.

↓

RETRE

RETREs brief all SFEs on the operator requirements.

RETRE delivers a five-day standardisation course and ensures annual refresher training is provided.

RETRE conducts training and test to accredit SFEs with CRMI.

RETRE monitors each SFE to ensure they hold a valid UK AOC OPC.

RETRE requests lifting of restrictions for current examiner once training and test complete.

↓

SFE conducts LPC/OPC for AOC pilots.

↓

AOC pilots under test.

FOI ACTIONS

Reviews initial submission with assistance from Training Standards as required.

↓

Oversees initial process and audits the process as part of the normal oversight programme.

TRAINING STANDARDS ADMINISTRATION ACTION

On receipt of TS10 issue/re-issue SFE/CRE authorisation including CRMI and OPC privileges.

APPENDIX 2 TS10 AUTHORISATION REPORT

	Stats Reference	

AUTHORISATION REPORT - AEROPLANES, HELICOPTERS AND FLIGHT ENGINEERS

CANDIDATE

Job No. (CAA Inspector only)	
Surname	
Forename(s)	
CAA Reference Number	
Personal E-mail Address	
Sponsoring Company	

INSPECTION DETAILS

Date(s) of inspection				
Location of Inspection				
Aircraft type/class				
Aircraft Registration		Flight times (Local)	Start	Finish
Simulator Code		Simulator detail (Local)	Start	Finish

DETAILS OF AUTHORISATION BEING ASSESSED

Type of Assessment			

Purpose(s) of assessment		Result	FCL 252 Issued?

CREW UNDER CHECK

Role	Name	CAA Ref No.	Result	FCL 252 Issued?

DETAILS OF AUTHORISED PERSON CONDUCTING INSPECTION

Name	
CAA Licence/Ref No.	
Status	
E-mail Address	

EXAMINER AUTHORISATION RECOMMENDATION | n/a

Do you want Training Standards Administration to send a copy of this report to the assigned FOI	

Surname		Job No.	

DETAILS OF TEST/TRAINING CONTENT:

ASSESSMENT (to include details of Briefing, Conduct of Flight and De-briefing):

INSTRUCTOR AUTHORISATION	n/a

DECLARATION

I confirm that the test/check to which this report relates was conducted in compliance with the requirements of the United Kingdom Air Navigation Order (2005), as amended, JAR-OPS, EU-OPS and JAR-FCL, as applicable.

Name		Date	

COMMENT AND ACTION RECOMMENDED BY FOI (TRAINING STANDARDS)

Issue as recommended or update database as appropriate

Comments:

Name		Date	

APPENDIX 3 TRE(A)/SFE(A) STANDARDISATION COURSE – SYLLABUS

1   INTRODUCTION

   a)   Explanation of roles.

   b)   Timings.

   c)   Assessment system.

   d)   Role-playing and its use within the course.

   e)   Note-taking and handouts.

   f)   Use of tape recorders and video recorder.

2   ACADEMIC TRAINING

   a)   Examining principles.

   b)   Compare and contrast instructing and examining.

   c)   Briefing differences between training brief and examining brief.

   d)   Debriefing:

   - Candidate is the one who fails, not the examiner.

   - Avoidance of confrontation by use of the debriefing format and accurate note-taking to provide the evidence.

   e)   Intervention:

   - Normally a fail if intervention is necessary.

   - When to intervene verbally.

   - When to take control (freeze).

   - Maintenance of candidate's confidence.

   - Need for time to allow candidate to settle following intervention.

   f)   Legislation.

   g)   Chicago Convention of 1944.

   h)   Civil Aviation Act.

   i)   CAP 393:

   - The ANO (2005) - legal standing of examiners, e.g. licence signing requirement standing of JAR-FCL.

   - Part 4 - Aircraft Crew and Licensing - Articles 27, 28, 29, 33 and Schedule 8.

   - Part 5 - Operation of Aircraft - Article 40 and Schedule 9.

   - The CAA Regulations Regulation 6.

   j)   EU-OPS:

   - Legal position of EU-OPS.

   - OPC requirements.

   - Recency.

   - Flying more than one type.

   - Using LOFT.

   - Incapacitation training.

k)   JAR-FCL:

- Legal position of JAR-FCL compared to EU-OPS.
- Instrument Rating (IR) privileges.
- IR combined with type rating.
- Limit on number of types.
- Validity periods.
- Multi-Crew Co-operation (MCC).
- Approved courses and approval of all training courses.

l)   Standards Document No. 24:

- Conduct of tests and checks.
- Role of Revalidation Examiners (RETREs).
- Renewal versus revalidation.
- Completion of test forms.
- Comparison of OPC with LPC.
- Repeat/re-test differences and implications.
- Use of screens.

m)   LST/LPC Form:

- Forms SRG 1158 and SRG 1119.
- Areas to be completed and by whom.
- M sections.
- Minimum levels of training device needed.
- Notes on back of form.
- Ten route sectors or one with examiner.
- Low Visibility Operation (LVO) is stand-alone part of LPC.

n)   FCL Form 252 - Notice of Failure:

- Instructions on completion.
- Right of appeal.

o)   Licence checking including common deficiencies in licences:

- Not signed.
- Radiotelephony (RTF) licence not signed.
- Invalid licence date.
- Invalid medical.
- Invalid address.
- Invalid ratings.
- No licence number on rating page.

p)   Aeronautical Information Publication (AIP):

- Overview.
- General section with International Civil Aviation Organization (ICAO) differences.
- En-Route section with general rules and altimeter setting procedures.

- Sample aerodromes in Aerodromes section.

q) PANS-OPS:

- Review, including procedure turns and holding.

r) Aeronautical Information Circular (AIC):

- Overview.

- Colour coding.

- Relevant AICs.

s) CRM:

- CRM is assessable.

- CRM accreditation. Refer to EU-OPS Subpart N.

- Standards Document No. 29.

- CAP 737.

t) Open Book Examination:

- Open book format.

- Time limited.

- Re-test arrangements.

- Result.

- Debrief.

u) Simulator Approval:

- Approval process.

- Joint Aviation Requirements (JAR) Simulator Qualification.

- User Approval.

- Approval document listing exercises approved and any restrictions (for pilots and examiners).

- Motion and visual normally required.

- Mutual acceptance of JAR compliant States' simulator qualifications.

v) Simulator Use:

- Importance of safety brief.

- Simulator technical log.

- Use of seat belts whenever motion selected on or off.

- What to do if candidate complains about simulator.

- Importance of timekeeping.

- Use of freeze.

- Break in a four-hour session.

w) Legal:

- Legal position and responsibility of examiner.

- Regulation 6 appeal.

x) Briefing:

- Content.

- Tone.
- Speed of delivery.
- Adherence to SOPs.
- Agreement of speeds or use of Electronic Flight Instrument System (EFIS) target speeds/SOPs.
- Receptive to questions.
- Example of brief.

y) Debriefing:

- Format with emphasis on selection of most clear-cut failure point first.
- Use short phrases to list fail points initially.
- Need for factual evidence to support fail points.
- Chronological or facilitative debrief should include training input.
- Facilitation of CRM analysis.
- Praise where appropriate.
- Example of debrief.

3 PRACTICAL TRAINING

a) General:

- Use of time for repeat/re-test or training.
- Roles.
- Seating arrangements.
- Standard calls.
- Checklists.

b) Simulator Familiarisation:

- Profiles to be used.
- Speeds.
- Session content.
- Use of time for repeat/re-test or training.
- Notes on errors made.
- Safety brief.
- Checks.
- Use of Instructor Operating Station (IOS).
- Sample exercise with each candidate in the right seat.
- Debrief.

c) Note-Taking:

- Need to make accurate notes sufficient to carry out detailed debrief.
- Methods that are an aid to making it brief but accurate.

d) Fail/Debriefing Points.

The following is a list of suggested errors that could be introduced during the course. The list is not exclusive or exhaustive.

- Excessive bank angle.
- Altitude bust.
- Descent below Decision Altitude (DA).
- Poor tracking.
- >½ scale below glideslope.
- >½ scale off localiser.
- Slow rotation.
- High climb speed.
- Level at Flight Level (FL) with QNH on altimeter.
- Descend below Minimum Descent Altitude (MDA).
- Descend when not within ±5° inbound track.
- Continuing beyond Distance Measuring Equipment (DME) limit on approach chart.
- Excessive yaw on go-around.
- Excessive yaw on take-off.
- Speed below V_2.
- Incorrect holding speed.
- Incorrect hold entry.
- No wind correction or wind correction applied in wrong sense.
- Incorrect rudder (too much or none) on engine inoperative Instrument Landing System (ILS).
- No use of rudder trim when asymmetric.
- Not following flight director.
- High Rate Of Descent (ROD) during visual segment of non-precision approach.
- Anti-icing left off in icing conditions.
- Flying straight outbound when not within ±30° etc. of outbound track.
- Using incorrect missed approach point.
- Landing without completing landing checklist.
- Landing with incorrect flap setting.
- Conducting approach with 1013 set.

e) Simulator Exercises:

A minimum of six simulator exercises, excluding the simulator familiarisation session, should be completed. This includes the 'examiner ability' check.

f) Maximum use of recording and playing back briefings and debriefings should be made to facilitate learning. Suggested format of exercises:

- Record candidate's brief for the simulator exercise.
- Conduct the simulator exercise.
- Give candidates time to prepare debrief.

- Record the debrief with the candidate who was not running the session.

- Record the other candidate's debrief.

- Analyse both debriefs, using the recording as necessary.

- Debrief the exercise.

    Note: The briefing room should be arranged so that the tutor and other candidate are on one side of the table (as a crew) whilst the candidate giving the briefing/debriefing is on the other.

g) At the end of the day's exercises provide the candidates with feedback on performance and details of simulator exercises for the following day:

- Course Completion.

- Assessment of candidates' overall performance.

- Debrief individually.

- Recommend early application for Examiner Authorisation Acceptance Test.

- Need for practice under supervision before Examiner Authorisation Acceptance Test.

- Remind them they are representing the CAA as well as their company.

- Course critique.

- Encourage contact with CAA Training Inspector if any uncertainty exists.

APPENDIX 4 TRE(A)/SFE(A) STANDARDISATION COURSE – PROGRAMME

Typical course programme:

Day	Activity	
	Morning	Afternoon
1	Introduction. Domestic arrangements. Course format and roles. Academics.	Academics (continued). Demonstration brief and introduction to debrief. Brief for simulator familiarisation and exercise 1.
2	Complete academics. Simulator familiarisation detail. Demonstration of debrief.	Exercise 1. Brief for exercises 2 and 3.
3	Exercise 2.	Exercise 3. Brief for exercises 4 and 5.
4	Exercise 4.	Exercise 5. Brief for exercise 6.
5	Exercise 6.	Course wash-up.