

Guidance Material for the Psychological Assessment of Pilots

Relating to CAT.GEN.MPA.175

CAP 1938

A large, abstract graphic composed of overlapping, semi-transparent blue shapes in various shades, ranging from light cyan to deep navy blue, covering the bottom two-thirds of the page.

Published by the Civil Aviation Authority, April 2020

Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

You can copy and use this text but please ensure you always use the most up to date version and use it in context so as not to be misleading and credit the CAA.

First published April 2020

Enquiries regarding the content of this publication should be addressed to: human.factors@caa.co.uk

The latest version of this document is available in electronic format at: www.caa.co.uk

Contents

Contents	3
Introduction	4
CAT.GEN.MPA.175 Endangering Safety	4
AMC1.CAT.GEN.MPA.175(b) Endangering Safety	5
GM1.CAT.GEN.MPA.175(b) Endangering Safety	6
Section One: Key elements of an AOC Holder’s PA policy	7
Section Two: Definitions and qualifications of persons involved in PAs	9
Basic Interviewer (BI)	9
Psychometric Test User (PTU)	9
Occupational Psychologist (OP)	9
Clinical Psychologist (CP)	10
Finding Psychological Support	10
Section Three: Basic considerations for AOC Holders	11
Section Four: What should a PA include?	13
(i) Cognitive abilities;	13
(ii) Personality traits;	13
(iii) Operational and professional competencies;	13
(iv) Social competences in accordance with crew resource management principles;	13
Additional Considerations	14
Section Five: What psychological elements should be discussed at interview?	15
Section Six: Determining whether an aptitude or personality assessment tool should be used	17
Glossary	19

Introduction

The Introduction of the European Union regulations described below require Aircraft Operating Certificate (AOC) Holders to ensure that a Psychological Assessment (PA) of all pilots is conducted prior to their commencement of flying duties.

The new rule around PAs is being introduced alongside the requirement for AOC Holders to have a Support Programme in place for pilots including the use of peers, and for periodic drug and alcohol testing to be conducted. These European regulations reflect the need for the aviation system to manage pilot wellbeing in an holistic and transparent way.

The introduction of these regulations provides UK AOC Holders with an opportunity to take a strategic and holistic view of how their systems support and maintain the wellbeing of pilots (and all other staff). Rather than simply a standalone compliance issue to be met, organisations are encouraged to consider how a selection PA may help them to enhance and improve their existing support structures and help pilots to perform at their best in the particular environment of their organisation. It is hoped that AOC Holders will realise benefits including better quality and cost-effective recruitment decisions using valid and reliable tools.

It is acknowledged that individual AOC Holders will need to tailor their PAs to suit the needs of their business and the resources available to them. Consequently, this guidance material provides models for compliance which may be tailored to suit the needs of an individual AOC Holder and their own resources, legal responsibilities and liabilities. It is likely that details about the PA will be embedded within the Safety Management System (SMS) of the AOC Holder, subject to relevant Data Privacy regulations. For flight crew and the flying public, it is hoped that the introduction of a PA will provide additional transparency around selection practices, and comfort that meaningful standards are being applied to contribute to the overall safety of the aviation system. It is anticipated that similar regulations will be applied to other safety-critical roles such as cabin crew, air traffic controllers, maintenance engineers and flight logistics specialists in the future.

CAT.GEN.MPA.175 Endangering Safety

a) The operator shall take all reasonable measures to ensure that no person recklessly, intentionally or negligently acts or omits to act so as to:

- 1) Endanger an aircraft or person therein, or
- 2) Cause or permit an aircraft to endanger any person or property.

b) The operator shall ensure that flight crew have undergone a psychological assessment before commencing line flying in order to:

- 1) Identify psychological attributes and suitability of the flight crew in respect of the work environment;
and
- 2) Reduce the likelihood of negative interference with the safe operation of the aircraft.

c) Considering the size, nature and complexity of the activity of an operator, an operator may replace the psychological assessment referred to in point (b) with an internal assessment of the psychological attributes and suitability of flight crew.

AMC1.CAT.GEN.MPA.175(b) Endangering Safety

Psychological Assessment

a) The psychological assessment should be:

1) appropriate to the particularity, the complexity and the challenges of the operational environment that the flight crew is likely to be exposed to, as defined by a job analysis identifying the safety-critical dimensions related to the flight crew's function and role within the operator and should include at least the following assessment criteria:

(i) cognitive abilities;

(ii) personality traits;

(iii) operational and professional competencies; and

(iv) social competences in accordance with crew resource management principles.

2) validated and either directly performed or overseen by a psychologist with acquired knowledge in aviation relevant to the flight crew's operating environment and with expertise in psychological assessment, and where possible, the psychological selection of aviation personnel; and

3) undertaken at least within the past 24 months before commencing line flying, unless the operator can demonstrate that the psychological assessment undertaken more than 24 months ago is still adequate for the risk mitigation as required by ORO.GEN.200(a)(3). Such a demonstration should be based on the tests previously performed, an updated risk assessment based on data gathered from previous operational experience and continuous human performance monitoring since the last psychological assessment.

b) As regards the psychological assessment, the following should be documented:

1) the procedures followed;

2) the personnel involved;

3) the assessment criteria and instruments used in the assessment; and

4) the validity period.

Internal Assessment for non-complex AOC Holders

a) An operator may replace the psychological assessment with an internal assessment of the psychological attributes and suitability of the flight crew, if the operator is considered to be a non-complex operator,

i.e. when it has a workforce of 20 full-time equivalents (FTEs) or less, that are involved in an activity subject to Regulation (EU) 2018/1139 and its implementing rules.

b) The internal assessment for non-complex operators should as far as possible apply the same principles as the psychological assessment before commencing line flying for complex operators.

GM1.CAT.GEN.MPA.175(b) Endangering Safety

Guidance on conducting a psychological assessment

a) A psychological assessment performed by one operator may subsequently be accepted by a different operator, provided that the latter is satisfied that the assessment has been performed in accordance with AMC1 CAT.GEN.MPA.175(b).

b) A psychological assessment conducted by or on behalf of an operator should not be considered or conducted as a clinical psychological evaluation.

c) When establishing the policy on psychological assessment of flight crews, the operator may refer to recognised industry standards and best practices in the field of pilot selection, aptitude testing and psychological assessment such as:

- 1) IATA 'Guidance Material and Best Practices for Pilot Aptitude Testing'; and
- 2) national or European standards of ethical codes of conduct when conducting a psychological assessment, such as by national or European associations for (aviation) psychology.

Section One: Key elements of an AOC Holder's PA policy

The minimum activities to meet the requirement include a robust selection interview during which the candidate can demonstrate to the organisation that they have the required skills and behaviours to perform effectively and safely in the operational context of the AOC Holder. This will include discussion of various behaviours / competencies / experiences and skills as noted in section four of this guidance material. For many AOC Holders, there may be little or no adjustment to existing selection procedures required to meet the new requirements.

If AOC Holders do not consider that they could demonstrate that existing practices are robust in these areas, they may wish to engage an OP/CP to review selection procedures and provide further guidance.

AOC Holders should check that they have:

- **A company policy with input from a qualified psychologist** (see definitions of qualifications in section two)
 - This should be recorded and made available to the UK CAA upon request.
 - The policy should make it clear what, how and when assessments are used, the job analysis on which they are based, how long they will remain valid for, and how records are stored and protected in line with General Data Protection Regulation (GDPR). The interview approach taken, and interviewer profiles should be included in the policy document.
 - Psychologists should have relevant UK qualifications as detailed later in this document. Additionally, the referral criteria and pathways for a Clinical Psychologist (CP) / Psychiatrist assessment should be clearly defined.
- **Advice and assessment by appropriately trained and qualified people.**

Guidance is provided in section two about relevant qualifications. This includes holding a relevant licence to practice in the UK as an Occupational / Clinical Psychologist, and having relevant experience working in aviation.
- **Appropriate assessments.**
 - If AOC Holders do not currently have a pilot job analysis this would be a useful first assessment. A robust job analysis should include consideration of the working conditions for their organisation (for example rostering schedules, type of working style etc) as well as basic competencies expected of a commercial pilot.
 - If psychometric tools are used, these should be in line with the guidance provided in section five.
 - Other agencies such as the International Air Transport Association (IATA) also issue pilot testing guidelines, however the British Psychological Society (BPS) guidelines linked later in this document generally have more stringent criteria for test use and should take precedence for UK AOC Holders.
- **Liaison with other medical and psychological experts, and wellbeing experts as necessary.**

For example, referral to a CP or Aeromedical Examiner (AME) to investigate any specific mental health concerns. Referral pathways should be defined in AOC Holders' documentation for these circumstances.

- Appropriately anonymised data on selection practices and psychological assessment is fed back into organisational policy and decision making and analysed in conjunction with the support programme involving peers, and other medical provisions. This data should also be made available to the UK CAA.
- For the purposes of this guidance material the PA is an **occupational assessment** of a pilot's person-suitability for a flying role in the specific environment of the company they have applied to join. In contrast, a Clinical Psychological or Psychiatrist Evaluation would usually investigate an area of concern around mental health and may have been specifically requested by an AME or a prospective employer's company Medical Advisor.

Section Two: Definitions and qualifications of persons involved in PAs

These definitions are relevant for the legal registration of Psychologists in the UK. Other European countries may require different assessment components or qualifications which differ to those detailed here.

Basic Interviewer (BI)

- Should have a minimum of formal training in interview techniques with a practical component, and training in anti-discrimination legislation.
- Although there is not a list of accredited providers for this kind of course, it is useful to check that organisations providing interview skills training have relevant qualifications (such as, but not limited to occupational psychology) and experience with selection interviews. Interviewing is a skill that requires practice, and usually courses which involve practical assessment and feedback about interviewing techniques will be more robust than a distance-learning option.
- On-going calibration and updating of skills to maintain currency.
- May have basic Psychology or Human Resources qualifications or may have relevant industry experience with specific interview training, and possible support from a consultant Psychologist (OP or CP).
- Interviewers should have a supporting network either in-house or via another industry group for the purposes of currency, calibration and on-going professional competence development.

Psychometric Test User (PTU)

- British Psychological Society (BPS) Qualification in Assistant Test User, Test User or Specialist in Test Use are available and recommended – Test users do not need to be Chartered Psychologists to complete these qualifications.
- Some test suppliers will require a qualification like the BPS ones above, and/or specific training in that tool to use their assessments.
- Organisations should be very cautious about using assessments that do not require some form of licencing or certification, as their legal and ethical basis may not be well established.

Occupational Psychologist (OP)

- In the UK the title 'Occupational Psychologist' (OP) is legally protected by the Health and Care Professional Council (HCPC). To achieve this title Psychologists must be registered with the HCPC, and usually Chartered as an OP with the British Psychological Society (BPS). It is possible to be registered with the HCPC and Chartered with an alternative body such as the Psychological Society of Ireland. Of note, it is also possible to be Chartered with the BPS in other scopes of Psychology, for example Health Psychology. While Psychologists from other scopes are not precluded from conducting a pilot PA, they are less likely to be employed in or have experience with the aviation industry.
- An EAAP endorsement for 'Aviation Psychology' is useful but does not provide a legal basis for practice in the UK and should only be considered in conjunction with the appropriate BPS and HCPC qualifications.
- The 'EuroPsy' accreditation via the European Federation of Psychological Associations is a useful international qualification. This is available to all BPS Chartered Psychologists and requires evidence of at least two years approved continuous professional development after being awarded Chartered status

in the UK. A register of EuroPsy accredited Psychologists is available on their website:
<https://www.europsy.eu/search-psychologist>.

- OPs may provide supervision for a team of people with more basic psychology qualifications (or those completing Chartership) or industry experience.
- OP external providers should provide evidence of appropriate professional liability insurance before being allowed to contract with an AOC Holder or third party in delivering PA services.

Clinical Psychologist (CP)

- In the UK the title 'Clinical Psychologist' (CP) is legally protected by the HCPC. To achieve this title Psychologists must be registered with the HCPC and Chartered as a CP, with the BPS (or another British body such as the Psychological Society of Ireland). Some CPs may also specialise as 'Clinical Neuropsychologists', which is also a protected title.
- An EAAP endorsement for 'Aviation Psychology' is useful but does not provide a legal basis for practice in the UK and should only be considered in conjunction with the appropriate BPS and HCPC qualifications.
- Students completing Chartership may work in this field under the supervision of a qualified CP.
- The 'EuroPsy' accreditation as noted in the OP section is also relevant to CPs.
- CPs may be employed on a contractual basis to provide specialist support as required.
- CP external providers should provide evidence of appropriate professional liability insurance before being allowed to contract with an AOC Holder or third party in delivering PA services.
- See differentiation with a Psychiatrist listed in the Glossary.

Finding Psychological Support

- The BPS website has links to qualified psychologists (www.bps.org.uk), and the HCPC website enables a check of the specialisation and registration of practitioner psychologists (www.hcpc-uk.org).
- As discussed above, the EAAP website (www.eaap.net) can provide a list of people endorsed as aviation psychologists, but this should be considered in conjunction with an HCPC registration.
- It would be prudent to check that any Psychologists employed from abroad have a valid licence to practice in the UK. Looking for a psychologist with the 'EuroPsy' qualification as detailed above may make transferring assessments between European organisations easier. A register is available at <https://www.europsy.eu/search-psychologist>.
- AOC Holders may make their own judgments about the level of support they require, and there are a range of activities that psychologists can help with including: Basic involvement in policy and process setting, consultation on and selection of assessments tools and processes, job analysis, training and oversight of assessors (if non-psychologists will be used), monitoring processes and outcomes, undertaking validity studies and producing norms, interpretation of assessment results or carrying out the whole assessment process face-to-face.

Section Three: Basic considerations for AOC Holders

The following considerations will apply to all Commercial Air Transport (CAT) AOC Holders as per the EASA definition. It is advisable but not compulsory for Special Operations (SPO) to introduce a PA. Complex and non-complex organisations will have different levels of resource available and this has been considered below:

Non-Complex AOC Holder (1-20 pilots)	Consideration	Complex AOC Holder (20+ pilots)
May engage OP/CP resources via a consultant relationship.	Access to OP/CP support and advice for policy and assessment development, or if psychometric tools will be used.	May have in-house OP/CP resources or PTUs embedded within the Human Resources (HR) department or may engage them via a consultant relationship.
May have a BI available within the company, and/or may engage external support with interviews and selection from a consultant OP/CP	A selection interview conducted by a suitably qualified person (At least a Basic Interviewer (BI); see definitions), which includes relevant OP-related questions. There are many interview techniques which may be suitable.	May have access to internal resources such as an HR department and/or an internal OP/CP or may engage consultants in this capacity.
If psychometric assessments are used, this is likely to be via a suitably qualified consultant OP/CP.	Possible use of valid and reliable psychometric aptitude and personality assessment (not compulsory).	These may be run by in-house resources as part of an assessment centre or by a consultant. All activities should have appropriate supervision from a suitably qualified person.
Referral pathways to CPs or Psychiatrists for specific mental health concerns are likely to be engaged via the Pilot's AME or company Medical Advisor.	Access to CP or Psychiatrist support for any cases where more in-depth assessment on mental health is required. Information on mental wellbeing is shared with the Aero-Medical Examiner (AME) or company Medical Advisor where appropriate.	May have a company Medical Advisor or engage with CP and Psychiatrist resources via their AME or a consultant relationship.

Feedback to the pilot or company, reporting and storage of records for the AOC holder may be facilitated by a consultant if one is used.

Feedback and reporting, and appropriate storage of records in line with GDPR considerations.

Feedback to the pilot or company, reporting and storage of records is more likely to be conducted by in-house resources (possibly an HR department).

Although not part of the PA aspect of the EASA regulation, implementation of a support-programme including the use of peers should be aligned with supporting pilot wellbeing. Collaboration with a wider aviation-peer network is encouraged.

Section Four: What should a PA include?

It is anticipated that with the advice of a qualified OP/CP, AOC Holders will tailor assessments around the four areas required by the regulation to suit their own needs, relative to the pilot job analysis. As such there is not a prescriptive 'list' of items that should be included in a PA, but the following areas cited in the regulations provide useful considerations.

The PA is part of the overall selection process and may therefore draw on general selection resources such as an interview, curriculum vitae (CV) review, reference checks and any internal personnel information available (for example if a candidate has worked in another role within the company). AOC Holders should ensure robust interview techniques are being used, and relevant questions asked about a candidate's suitability will enhance the recruitment process. These assessments should also support candidates in making informed choices about their careers, and support organisations to get the best performance from their new employees.

It is assumed that if the candidate has the appropriate medical certificates associated with their flying licences then the medical aspects of their suitability have been assessed.

The EU regulation requires that these areas are addressed as part of the assessment. Possible means of assessment are included below.

- (i) **Cognitive abilities;** These may be assumed to be suitable if current flying licences are held or may include additional assessment such as a simulator test or psychometric aptitude test. AOC Holders may have the resources to conduct longer assessment centres which conduct a variety of assessments, and these may include other elements (for example; practical team working, leadership, problem solving and working in pressured situations) which would contribute to the information available about a candidate's cognitive abilities in a variety of situations.
- (ii) **Personality traits;** Evidence from previous and likely future behaviours discussed during an interview, reference checks and review of a CV may provide supporting information, and results from a psychometric personality assessment may be used. Additionally, see the note above regarding longer assessment centres. AOC Holders should satisfy themselves that candidates appear to be a good person-fit with their existing workforce and will be able to operate effectively and safely within a flight crew. Please see further notes about psychometric testing in section six.
- (iii) **Operational and professional competencies;** Operational technical competence may initially be assumed if a candidate holds current flying licences for the role. Additional information about professional behavioural competence may be gathered through interview, and work samples such as simulator assessments. Additionally, see the note above regarding longer assessment centres. For new commercial pilots there may be limited opportunity to assess previous behaviour in this area, and AOC Holders may need to consider what support and training resources they can use to continue to grow these skills in new pilots.
- (iv) **Social competences in accordance with crew resource management principles;** Information may be available on candidates' teamworking abilities in this area via results of the multi-crew co-operation (MCC) assessment common to commercial flying licences, the interview, reference

checks and CV review. Additional information may be available from psychometric personality assessment and/or a longer assessment centre as noted above (including for example but not limited to; teamworking, emotional regulation, assertiveness and effective decision making).

A PA should identify both **individual strengths and learning opportunities** for each candidate, including their likely person-fit within the organisation, and a guide to how the organisation will continue to develop this person through their career with this company.

Any **specific mental health concerns** should be referred to a CP or Psychiatrist for further assessment (probably via the AME or company Medical Advisor). This pathway should be detailed in the AOC Holder's company policy. If a mental health problem is suspected or identified, this should be managed as a medical issue by the AME and or company Medical Advisor subject to the normal requirements of patient confidentiality and compliance with the Equalities Act.

Additional Considerations

- The EASA guidance states that **assessments may be performed up to 24 months before commencing line flying**. Life circumstances and experience can change between when someone first applies for a role and when they are employed [for example when pilots are employed on a cadet scheme], and this timeframe provides some guidance on when a new assessment might be useful. AOC Holders may choose to make this assessment period shorter. Additionally, some psychometric assessment tools will suggest a shorter test decay period.
- It may be possible for AOC Holders to agree common tool use to assess **individuals who move between organisations**. It would only be appropriate if both AOC Holders could demonstrate the similarity between their operations, such that the assessment would be relevant for both. It is more likely that AOC Holders will need to conduct a new PA for each new applicant, even if this is within the 24-month timeframe of a previous assessment with another AOC Holder. If results are shared between AOC Holders, the relevant consent should be obtained from candidates to do this. Candidates have a right to withhold their consent for access to the original assessment and should not be prejudiced in the selection process for doing so.
- **Pilots already flying do not require a further assessment**. However, this is at the discretion of each organisation, and they may choose to re-assess existing pilots if they are moving between roles or being promoted. An existing pilot moving to a different organisation should expect to undergo an assessment.

Section Five: What psychological elements should be discussed at interview?

It is anticipated that organisations will tailor interviews to suit their own needs, with assistance from an OP/CP. As such there is not a prescriptive list of interview questions, but the following may be useful considerations in line with the four areas from the EU regulations. There are many different formats and methods for interviewing, for example competency-based interviews or behavioural questions. AOC Holders should define their chosen approach to interviews and their interviewer profile in their policy document and may find the four areas described in section five as a useful framework. An OP/CP can provide advice on which method may be the best fit for an organisation.

Areas that it would be useful to explore in a psychological interview include:

- **What will the organisation need to provide to get the best performance from the pilot?** How much insight do they have into their own drivers, needs around achieving a work-life balance, potential challenge and support requirements during their tenure?
- **Coping Skills and Strategies.** What challenges have they faced and overcome in their life so far? What resources and experience do they have to draw on through difficult periods? Are these helpful strategies or unhelpful strategies [is resilience demonstrated], and might this be an area of support required during their employment? Do they have a learning mindset and are they willing to continue learning throughout their career? Exploring their current support resources may be useful; who do they have to support them through difficult periods, and how likely are they to access these resources? (Any protective factors such as community/ social group involvement? Close relationship with family & friends). What strengths and attributes does this candidate have? How have challenging situations been dealt with and coped with?
- **Experience working with the pressures expected in an aircrew role:** These might include physical considerations such as shift work, working away from home, social pressures such as maintaining good communication skills in pressured or uncertain situations, demonstrating leadership and team-working abilities, and social or cognitive elements such as appropriate emotional regulation in pressured situations, or building and maintaining effective relationships inside and outside the working environment.
- Any **recent major life changes?** Everyone experiences life changes, and it is reasonable to assume that support requirements will differ during the length of a flying career. Changes might include getting married or separating/divorcing or starting or ending a new relationship, death of a close family member or pet, moving to a new house or area, buying a new house (mortgage commitments), having a new child or losing a child. If so, what support requirements might they need to adjust to these changes, and what information about their coping skills does it provide?
- As with current practice, if there are any **concerns raised**, further assessments required regarding previous mental wellness concerns, or observations of unusual behaviour, a clinical assessment may be organised with a CP or psychiatrist. Such a requirement should be discussed with the company medical advisor or AME.

- **Expectations of the role they are applying for.** This is part of exploring the 'psychological contract' with a candidate; What are their expectations? Are these realistic? do they need some more information to decide about joining this company? Explore issues like salary, weekly hours and shift patterns, travel locations and fatigue management, being on-call, uniform expenses, leave availability and duration opportunities, safety and just culture within the company. If a candidate joins an organisation with mismatched expectations to those of the organisation this is likely to result in conflict and may negatively impact their well-being.
- **Motivation to be a pilot with this company.** This may tie in with expectations of the role as per the above question. (For example; if a comfortable salary is a big motivator and this is unlikely in this role for the first few years, set realistic expectations).
- Interviewers are reminded that issues raised relating to **mental health concerns** or diagnoses should be passed to a CP or Psychiatrist for assessment via the AME or company Medical Advisor.

Section Six: Determining whether an aptitude or personality assessment tool should be used

Whether to use an aptitude or personality assessment tool (often a questionnaire) as part of the PA is at the discretion of the AOC Holder. Broadly, psychometric tests can measure ability / performance or personality / preference and style. Tools measuring ability / performance may have pass/fail parameters, whereas those measuring personality / preference and style will usually produce results indicating how similar or different a candidate is to a reference or 'norm' group (i.e. they are not pass/fail).

It is suggested that organisations should only use an assessment when they can be assured that it is robust and administered by an appropriately qualified and experienced person (see qualifications for PTU, OP and CP in section two). The BPS also offers the following [guidance on test use](#). If used, the specifications of the tool and its use should be documented in the AOC Holders' policy statement.

AOC Holders who already employ off-line and on-line psychometric assessments should check that their use is compliant with these ethical and legal guidelines.

Areas of specific concern around mental health raised from an assessment may require further investigation with a CP or Psychiatrist via the AME or company Medical Advisor, and this process should be documented in the AOC Holders' policy statement.

The following guidelines are provided for those who choose to use a psychometric tool:

- Using a psychometric assessment tool is not mandatory. If it is not possible to properly evidence the legal and ethical basis for the intended tools, the UK CAA recommends not using them for a PA. Ethical use of a psychometric tool in line with BPS guidelines is essential (see the link above).
- The assessment tool should have published robust and suitable reliability and validity scores for the relevant population. An OP/CP can help to determine reliability and validity suitability.
- The assessment tool should meet the legal requirements for diversity, ethical and legal practice in the UK, and be explicit about any cultural framing and limitations.
- The norm set used by the assessment tool should be documented in the policy statement, with any limitations referenced. (Norms are the comparison group used for understanding an individual's psychometric results relative to the group). Norms should usually be specific to the population being measured, and there may be merit in developing a UK pilot population specific norm set, which would require cross-organisation development within the UK aviation industry.
- The assessment tool should have been demonstrated to predict pilot job performance (and possibly also training performance depending on the context used). In a 'de-select' model an example of how this might work would be that a low score on an aptitude test was shown to predict failure in initial line training, and therefore low scorers may not be competitive candidates [this judgement would be part of the overall selection decision and would be supported by other evidence].
- The assessment tool should be administered and interpreted by a suitably qualified person (likely to be an OP, CP or PTU under the supervision of an OP or CP).

- Use of the tool, and storage of records should be in-line with current UK general data protection rules.

Glossary

AME: Aeromedical Examiner: A Medical Doctor specialising in Aviation Medicine who can issue medical certificates to pilots.

AOC Holder: Aircraft Operating Certificate Holder. Refers to an organisation holding this certificate. In the context of this document the AOC Holder is the entity employing pilots, and who will be accountable for conducting the PA. An example may be an Airline.

Aviation Psychologist: This is not a legally protected title in the UK but is commonly used by those who hold an EAAP endorsement (see the glossary entry for EAAP). As it is not a legally protected title it is possible for those with psychology qualifications who work within aviation to use it, and so checking for an EAAP endorsement is useful.

BPS: The British Psychological Society is a representative body for psychologists and psychology in the United Kingdom. They award the Chartered Member status for psychologists who have completed the relevant rigorous accreditation process in Occupational and Clinical Psychology (or other scopes of practice).

Chartered Psychologist; this is a legally recognised title described by the BPS as reflecting 'only the highest standard of psychological knowledge and expertise'. Chartered status may apply to both Clinical and Occupational Psychologists as described in these glossary entries. BPS Chartered Psychologists are entitled to use the post-nominal abbreviation of 'CPsychol'

Company Medical Advisor; Normally an AME with qualifications in occupational medicine engaged by the AOC Holder to advise on medical matters and conduct health assessments and examinations.

CP: 'Clinical Psychologist' is a legally protected title in the UK, conferred by the HCPC on candidates with appropriate post-graduate qualifications, and who have met the threshold criteria for registration. Normally, this is achieved through undertaking the rigorous BPS Chartership process. A register of qualified CPs is available on the [BPS website](#). Anyone listed on the BPS register as a Clinical Psychologist must hold both BPS Chartered status and HCPC registration. Clinical Psychologists work predominantly in the area of Mental Health and are able to provide diagnoses and therapeutic interventions. They do not prescribe medications.

EAAP: European Association of Aviation Psychologists. This is a European organisation which provides an endorsement for those with psychology qualifications and relevant industry experience (details on their website). Psychologists who hold this endorsement commonly use the additional title of 'Aviation Psychologist'. This endorsement is useful but does not align neatly with the legal qualifications for psychologists issued by the BPS and HCPC in the UK.

EuroPsy: The 'EuroPsy' accreditation via the European Federation of Psychological Associations is a useful international qualification. This is available to all BPS Chartered Psychologists and requires evidence of at least two years approved continuous professional development after being awarded Chartered status in the UK. It may also be a useful benchmark for non-UK psychologists who may work with AOC Holders with operations across more than one European country.

HCPC: Health and Care Professions Council protect the public by regulating 16 health and care professions, including OPs and CPs as designated by the BPS. They provide the legal basis for practice in these areas. You can check registration of practitioners by via the [HCPC's website](#) (use 'practitioner psychologist' category)

IATA: International Air Transport Association. This is an international body which seeks to 'represent, lead and serve the airline industry'. IATA publish various guidelines for pilots, which are useful, but should not supersede specific UK and BPS guidelines.

OP: 'Occupational Psychologist' is a legally protected title in the UK, conferred by the HCPC on candidates with appropriate post-graduate qualifications, and who have met the threshold criteria for registration. Normally, this is achieved through undertaking the rigorous BPS Chartership process. However, it is possible to be registered with HCPC as an Occupational Psychologist but not hold BPS Chartered status. The HCPC website provides a list of registered OPs, whilst a register of Chartered Psychologists is available on the [BPS website](#). Anyone listed on the BPS register as an Occupational Psychologist must hold both BPS Chartered status and HCPC registration. Occupational Psychologists work mainly in work psychology, which encompasses a wide range of topics such as personnel selection, work design, organisational development, performance coaching, critical incident support, and management consultancy.

PA: Psychological Assessment; this is the definition used in this document as referenced by the EASA regulations. It refers to the occupational assessment of a pilot regarding their suitability to work for a specific AOC Holder.

Psychiatrist: A Psychiatrist is a Medical Doctor with a specialisation in mental health. They can formally diagnose specific conditions and prescribe medication (which CPs are not able to do). They are regulated by the [General Medical Council](#) (GMC) and you can search for a licenced Psychiatrist at the link above.

Psychologist: Not a legally protected title in the UK. There is no minimum qualification designated that would define someone using the title 'Psychologist', although commonly they may have a university degree in psychology.

Psychometric Assessment: These are a range of tests (aptitude) or assessments (personality) which are commonly used in selection (and sometimes diagnosis of issues such as learning difficulties). They aim to find out about a person's abilities or personal qualities.

PTU: 'Psychometric Test User' This is a title offered by the BPS for practitioners who use psychometric assessments. There are three categories: Assistant Test User, Test User or Specialist in Test Use. These qualifications are recommended by the BPS for those who use psychometric assessments, they may be granted independently of a Chartership, for example to someone with a bachelor's degree who works in selection but has not achieved Chartered Status with the BPS. A search of the register is possible via the [BPS website](#).

SMS: Safety Management System, this is the overarching system an organisation uses to describe how it monitors and continuously improves safety.