

# TRAININGCOM (Summer) 2023

## News and advice for the training professional

*News, knowledge, good practice and standardisation.*

Guidance to flight instructors for conducting exercises on quiet frequencies and include a recommendation that the flight be conducted in receipt of an appropriate level of ATS.

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In response to an Airprox report standards document 10, Appendix 1, Para 11 (b) is amended to read:

The instructor ensures that the student is comfortable and that communication between instructor and student is well established and clearly understood. The radio and intercom volume and squelch are set for best clarity and, to help improve situational awareness and separation from other aircraft, the instructor and student are in receipt of an appropriate level of air traffic service.

### Dual EASA/UK CAA Examiner Assessments of Competence

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There have recently been several requests to have UK Part-FCL EAoC's combined with EASA Part-FCL EAoC's due to the applicant examiner having dual licences. This involves both a UK CAA Staff Examiner and an EASA Industry examiner being present at the time. If such a request is made these will only be approved on an exceptional 'case by case' basis. In all cases, the EAoC must be conducted in accordance with the UK CAA test schedule.

### IMCR/IRR Variation to FE PPL(A) EAoC – Change of Policy

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Any application requests for the initial FE PPL(A) and the 'IMCR/IRR variation' are now to be conducted as separate examiner assessment of competence. This will ensure standardisation of examiners and bring into line those who choose to add the variation to their examiner's certificate at a later date. There will be a separate charge for the EAoC (refer to the scheme of charges) and completed on a separate date from that of the initial FE PPL(A) EAoC. This policy will take effect for all applications made from the 1st of August 2023 and standards document 21(A) will be amended appropriately.

## IMCR/IRR Test/Check Result Change

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To bring the IMCR/IRR test/check results into line with other tests and/or checks the possible outcome has been amended to a Pass, Partial Pass, Incomplete or Fail. At the moment SRG1176 does not reflect the Partial Pass and therefore suggest that in these cases the examiner conducting the test/check writes in the “Partial Pass” result and enters a box with a tick in it until such time that we can get the form amended and standards document 25 will be amended appropriately as follows:

- 5.2.2 *The overall final result will not be given until all items of the test are completed. In order to achieve a full pass, an applicant shall pass all the relevant sections of the skill test.*
- 5.2.3 *If any item in a section is failed, that section is failed, which results in a partial pass result.*
- 5.2.4 *An applicant failing only in one section shall repeat the failed section. Additionally, the applicant will be expected to carry out the actions necessary to put the aircraft in a position from which the failed section can be retested. Failure in any section of the retest, including those sections that have been passed on a previous attempt, will require the applicant to take the entire test again.*
- 5.2.5 *Failure in more than one section will result in a fail and will require the applicant to take the entire test again.*

## CAA licensing improvements work - Transition to online forms

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As part of improvements to our licence application service, we have been reducing the use of paper application forms. Over the past two years, we have reviewed, consolidated, and converted many of our existing Flight Crew Licence application PDFs to online forms - prioritising the most commonly used forms, to ensure we deliver the biggest benefit to our stakeholders.

Moving paper forms online helps us to start laying the foundations for a complete digital end-to-end user journey for both applicants and CAA colleagues, allowing us to provide a seamless service.

The online forms have been designed to provide greater clarity to applicants on what information and supporting evidence they need to provide. Additionally, the online forms calculate the relevant fee required for an application and facilitate secure online payment, providing a smoother process and eliminating the need for applicants to refer to our complex Scheme of Charges.

### What forms have been converted so far?

We have removed 36 Flight Crew Licensing PDF forms and moved the following applications online:

- Renewal of an FRTOL (SRG1106)
- Issue of an FRTOL, LAPL or PPL (SRG1105)
- Issue of an MPL, CPL or ATPL (SRG1183)

- Type, Class and Instrument Ratings (SRG3108)
- IMC/IR(R) rating (SRG1125)
- Night rating (SRG1126)
- Additional Ratings: Aerobatic, Mountain, Banner towing, Sailplane towing and Flight test ratings (SRG2157)
- Issue, renewal, revalidation or variation of an instructor certificate (SRG2159)
- Verification of a Licence Issued by the UK CAA (SRG1160)
- Verification of a Third Country ICAO Licence (SRG2142)
- Change of personal details (SRG2156)
- UK Part-FCL Conversion from an Existing UK Flight Crew Licence (SRG1104)
- English Language Proficiency (SRG1199)
- CPL or IR Flight Test Booking (SRG2153)

## **What will happen to the remaining PDF forms?**

There are still some PDF application forms in use for lower volume Flight Crew Licensing applications. We are currently building an online Application Form Submission Service for PDF forms. When the service launches in the summer, any PDF application forms will need to be submitted online via the CAA Portal, where any supporting documentation can be uploaded and, for some applications, payment made online.

Once this service launches, we will no longer accept applications submitted by post or email.

Further information about this new process will be provided in the coming months.

In the meantime, if you are interested in getting involved in testing this new online submission process, please get in touch with us at [fclweb@caa.co.uk](mailto:fclweb@caa.co.uk) Please put 'Application Form Submission Service testing' in the subject line of your email so we can direct it to the correct team.

## **What other improvements are we currently working on?**

At the end of 2022, we contacted Examiners to obtain their views on the current Examiner Report Form process. We were keen to hear what examiners like about the current process, what they don't like about the process, and more importantly suggestions on how we can improve things.

We received well over 200 responses and in the last few months we have analysed the data and investigated how we could improve this process. As soon as we have some more detailed plans, we'll provide further updates. For now, we want to thank everyone who completed the survey for taking the time to respond and providing your feedback.

## **What do you need to do?**

To ensure that you are aware of any changes we implement, we ask that you sign up to our Skywise service and that you keep up to date with the information on our website.

With that in mind, we kindly ask that you remove any saved links and previously printed out copies of PDF application forms, and instead go to our website to access the most up to date version of a form.

### Where can you find out more information?

The CAA website [www.caa.co.uk](http://www.caa.co.uk) is being updated in line with each of these changes.

If you cannot find the information you are looking for on the website or have any further questions not covered here, please contact [fclweb@caa.co.uk](mailto:fclweb@caa.co.uk).

### Format change to Flight Crew Licences

The CAA has removed the authority’s stamp and signature from the Certificate of Revalidation pages on all UK issued Flight Crew Licences. Instead, the last two columns on the Certificate of Revalidation page(s) will say ‘Issued by the Competent Authority’.

XII Certificate of Revalidation					
Rating Certificate Endorsement	Date of Rating Test	Date of IR Test	Valid Until	Examiners Certificate	Examiner Signature
A380	29/09/2021	29/09/2021	30/09/2022	Issued by the Competent Authority	

\*Image is for illustration purposes only

Both previously issued licences with a stamp and signature and newly issued licences with the printed text on the Certificate of Revalidation pages are valid. Please note: There must still be a CAA stamp and signature in section XI of page 2 for the licence to be valid.

If you have any questions about this change, please contact the CAA at [fclweb@caa.co.uk](mailto:fclweb@caa.co.uk)

### PPL issue – requirement for logbook pages

The requirements for the initial issue of a UK Part-FCL PPL(A) have been updated. For all applications, a certified true copy of the logbook pages (preferred method) or original logbook showing the PPL(A) flying experience must be submitted. Full guidance on supporting documentation can be found on our dedicated webpage:

<https://www.caa.co.uk/General-aviation/Pilot-licences/Aeroplanes/Private-Pilot-Licence-for-aeroplanes/>

## Changes to ID and licence requirements when making a licensing application

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The CAA has listened to recent feedback regarding the difficulties involved in obtaining certified copies of ID documents and licences, which are required when making licensing applications.

To date, the CAA has only accepted licences certified by specified aviation professionals (such as UK examiners and Heads of Training). We understand that it can be difficult for pilots to get hold of these individuals in order to get their licences certified. In response to the feedback, we have produced a list of 'recognised professions' that we will now allow to certify documents.

These professions include fellow airline pilots, engineers, and non-aviation professionals such as bank officials, accountants etc. The CAA has also introduced an alternative means of providing proof of your identity. Instead of providing a certified copy of your ID, you can now choose to submit a clear photograph of you holding your photo ID.

Please see our webpage [How to Get Documents Certified](#) for the full list of recognised professions and for more information regarding the alternative ID procedure.

## Recording and Notification of Partial Pass / Test Failures

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Where Flight Examiners are conducting tests outside of formal CAA Flight Test Booking notification procedures, such as revalidation/renewals or non-commercial tests, there may be the temptation for Examiners to deal with partial pass or failures as an instructional flight to avoid recording a failure.

Although this may be well intentioned, it can introduce ambiguity into the process, confuse candidate understanding of their performance and further training needs, and may compromise the Examiners authority to conduct future tests.

In all cases, the published Standards Document and Flight Examiner Handbook procedures should be followed and appropriate Examiner Report and SRG2129 paperwork completed where appropriate. This ensures the candidate is clearly informed of the reasons for failure and required remedial action and is an audit trail for future test attempts and licensing applications.

# CAP 1926 General Requirements and Guidance Material for the use of RNAV Substitution - Guidance to Single-pilot Aeroplane Instructors and Examiners

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**Note: The following is guidance only and Standards Documents 1 will be amended in due course.**

## Introduction

CAP1926 includes the procedures for the use of RNAV Substitution in UK airspace: RNAV Substitution may be used in all phases of flight in UK airspace, except to provide lateral guidance in the final approach segment of an Instrument Approach Procedure (IAP).

The following guidance explains how RNAV Substitution may be used by the applicant when conducting both Proficiency Checks for the revalidation or renewal of an Instrument Rating (IR PC) and Skill Tests for the initial issue of an Instrument Rating (IR ST).

The test format and allowable use of aircraft systems differs between IR STs and PCs, and is currently described in Standards Documents 1 and 14 respectively. During an IR PC, the applicant's understanding and full use of the systems fitted to the aircraft they are flying are assessed. During an IR ST, the examiner will deny or limit the use of some systems and displays in order to properly assess a wider range of skills relevant to the privileges being granted. Integration of the procedures contained in CAP1926 will also vary, depending on whether an IR PC or ST is being carried out.

Throughout this guidance, 'conventional' indicates a ground-based navigation aid such as NDB, DME, VOR and ILS.

## IR Proficiency Check

Standards Document 14 (v7) currently allows use of the autopilot in the departure, en-route, arrival and approach phases, with the exception of the 3D approach, for which the aircraft must be hand-flown. The use of GNSS (or equivalent area navigation system) is expected when in PBN airspace or when carrying out an RNP approach. CAP1926 introduces RNAV Substitution for the departure, en-route and arrival phases. Substitution is also allowed for the initial and intermediate approach segments and the missed approach. Consequently, during the IR PC, RNAV Substitution may be used in accordance with CAP1926 where the aircraft equipment meets the required specifications, but with the following caveats:

- Either a published en-route or approach related hold is acceptable. The autopilot may be used. Either manual heading control or FMS guidance may be used in order to achieve and maintain the published holding pattern.
- During the final segment of an NDB or VOR approach, overlay steering information may be displayed to assist situational awareness, but continuous reference must be made to raw ADF or VOR data in order to confirm the lateral accuracy of the approach.

- When a 2D RNP approach is being flown (LNAV), advisory vertical information may be displayed (LNAV+V) if available, but the applicant is responsible for complying with the published vertical profile. If the autopilot or flight-director is used during the approach, then it may be used in 'vertical speed' mode but not in 'approach' mode.
- Use of RNAV Substitution during an approach based on conventional aids does not satisfy the requirement that one approach during the IR PC must be an RNP approach.

## IR Skill Test

Standards Document 1 (v10) currently places limitations on some aircraft systems during the conduct of an IR ST in order to assess a wider range of skills:

- The autopilot may only be used in HDG/ALT/VS and FLC modes.
- The autopilot may only be used in the cruise and in the descent to the initial approach fix.
- GNSS information (both map and steering) will be denied when approaching the fix for the hold and procedural approach if using conventional navigation aids.
- Single-needle tracking will be required in any aircraft that is appropriately equipped.
- Holding must be on a fix related to an approach. The hold must be hand-flown.
- The non-RNP approach should normally be flown following the published procedure rather than by use of radar vectoring.

These limitations remain in place unless otherwise stated in the following paragraphs.

Whilst the operating procedures described in CAP1926 may be incorporated into the departure, en-route, and arrival sections of the initial IR ST without limitation, there need to be some limitations on Substitution during the hold and approach in order to properly assess the skills relevant to the privileges being granted:

- Holding must be carried out using manual heading adjustment in order to achieve a normal, timed hold (or as required on the approach plate), having temporarily halted automatic waypoint sequencing when approaching the holding fix. RNAV guidance may be used to achieve and maintain the inbound holding course, but FMS steering (by selecting 'Hold at Waypoint' for example) to achieve a normal 'racetrack' hold is not acceptable. If the aircraft is so equipped, entry to and maintenance of the hold should be carried out using single-needle navigation information rather than by using a CDI display.
- GNSS map information should be denied during the hold entry and maintenance in order to assess the applicant's situational awareness.
- The initial approach segment of a non-RNP procedural approach may be flown using RNAV Substitution, but a conventional lateral navigation mode must be selected and used once the base turn has been entered.
- If a 2D RNP approach is being flown (LNAV) then advisory vertical information in the final approach segment (LNAV+V) should be denied to the applicant. Prior to the final approach segment, the applicant may use VNAV information.
- RNAV Substitution may be used from the missed approach point onwards.

- Use of RNAV Substitution during an approach which is based on conventional aids does not satisfy the requirement that one approach during the IR ST must be an RNP approach.

## **RNAV DME Substitution**

Whilst it is acceptable to use RNAV as a direct substitute for DME information for most stages of flight, CAP1926 places a limitation on its use during an approach:

*For the Initial, Intermediate and Missed Approach segments of an Instrument Approach Procedure (IAP), the entire procedure must be coded as an overlay procedure, from which it may be selected from the navigation data base and executed.*

The reason for this is that RNAV distance information may be calculated from a different datum to DME beacon information. For example, where a DME is associated with an approach, the DME ground station has usually been adjusted to report 0nm at the runway threshold which, with a 6000ft runway, could be as much as 0.5nm different from the range to the beacon itself. When flying an approach, it is the pilot's responsibility to ensure that the FAF, MAPt and any target or 'not below' altitudes are related to distances shown on the approach plate (usually to the threshold), rather than distances to the beacon or to some other datum.

## **Operational and Training Requirements**

CAP 1926 requires operators/pilots to establish and document:

- A policy for the use of RNAV Substitution.
- Standard operating procedures to be used by the flight crew when utilizing, the FMS/Area navigation system for substitution, complying with any procedures and/or limitations developed by the aircraft manufacturer in its documentation.
- Training for the use of RNAV substitution. The training programme shall, as a minimum, include limitations, operational criteria, and operating procedures.