Examiners Handbook

Operational Standards and Licensing Department

Standard Doc 01

BG CAA

0. General

0.1 Table of contents

Amendments and revisions

Major amendments to this will require new Document Issue.

Minor changes to the content of the document of the Document will require only a revision.

When Amendments and/or Revisions are required the entire document will be re-issued in full.

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Standard Doc 1 (Examiner Handbook) is based on the following other Documents:

BASIC REGULATION (EU) No 216/2008

AIRCREW REGULATION (EU) No 1178/2011 (including EU No 290/2012)

PART-FCL

Subpart A General Requirements.
Subpart G Instrument Rating.
Subpart H Class and Type Ratings.
Subpart J Instructor Certificates.
Subpart K Examiner Certificates.

EU-OPS 1

Subpart N Operator's recurrent training (Appendix 1 Operator Proficiency Check).
Subpart E All weather operations.

0.2 Abbreviations

AAL	Above Aerodrome Level
ADI	Attitude Direction Indicator
AFM	Aircraft Flight Manual
AIC	Aeronautical Information Circular
AOC	Air Operator's Certificate
AoC	Assessment of Competence for Part-FCL
ATC	Air Traffic Control
ATPL	Airline Transport Pilot Licence
ATO	Approved Training Organisation
BG	Bulgaria
CAAE	Civil Aviation Authority Examiner
CAAI	Civil Aviation Authority Inspector
CAT	Commercial Air Transport
CDFA	Continuous Descent Final Approach
CRE	Class Rating Examiner
CRE (HPCA)	Class Rating Examiner (High Performance Complex Aeroplane)
CRI	Class Rating Instructor
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
DA	Decision Altitude
DH	Decision Height
DPATO	Defined Point After Take-Off
EAAC	Examiner Authorisation Acceptance Check
EAAT	Examiner Authorisation Acceptance Test
EFATO	Engine Failure After Take-Off
EAoC	Examiner Assessment of Competence
EASA	European Aviation Safety Agency
EFIS	Electronic Flight Instrument System
EGPWS	Enhanced Ground Proximity Warning System
FAF	Final Approach Fix
EVS	Enhanced Vision Systems
FCS	Flight Crew Standards
FI	Flight Instructor

FMC	Flight Management Computer
FMS	Flight Management System
FOI	Flight Operations Inspector
FOTI	Flight Operations Training Inspector
FTO	Flying Training Organisation
FPV	Flight Path Vector
GE	Ground Examiner
GPWS	Ground Proximity Warning System
IFR	Instrument Flight Rules
HUD	Head Up Display
HUGS	Head Up Guidance System
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRI	Instrument Rating Instructor
LNAV	Lateral Navigation
LOFT	Line Orientated Flying Training
LPC	Licence Proficiency Check means Part-FCL revalidation or renewal
LST	Licence Skill Test means Part-FCL skill test of initial issue
L&TS	Licensing and Training Standards
LVO	Low Visibility Operation
MAPt	Missed Approach Point
MAUM	Maximum All Up Weight
MDA	Minimum Descent Altitude
MDH	Minimum
MPA	Multi-Pilot Aeroplane
MPH	Multi-Pilot Helicopter
MSA	Minimum Safe Altitude
NDB	Non-Directional Beacon
NOTAM	Notice to Airmen
NPA	Non-Precision Approach
OM	Operations Manual
OPC	Operator Proficiency Check
Part FCL	Regulation Aircrew Annex I
Part OPS	Regulation for Operators Annex III

Part MED	Regulation for Medicals Annex IV
PF	Pilot Flying
PM	Pilot Monitoring
PNF	Pilot Not Flying
PT	Public Transport
PVD	Paravisual Display
RA	Resolution Advisory
RCAA	Regulation Civil Aviation Aircrew
RETRE	Revalidation Examiner of Type Rating Examiners
RMI	Radio Magnetic Indicator
RTF	Radiotelephony
RTO	Rejected Take-Off
RVR	Runway Visual Range
SA	Situational Awareness
SE	Senior Examiner (formerly RETRE)
SEP	Single Engine Piston
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SOP	Standard Operating Procedure
SP HPC(A)	Single-Pilot High Performance Complex Aeroplanes
SPTP	Single Pilot Turbine Propeller
SRE	Surveillance Radar Element
STD	Synthetic Training Device
TA	Traffic Advisory
TCAS	Traffic Alert and Collision Avoidance System
TDP	Take-Off Decision Point
TI	Training Inspector
TRE	Type Rating Examiner
TRE(SPA)	Type Rating Examiner (single pilot aircraft)
TRI	Type Rating Instructor
TRI(SPA)	Type Rating Instructor (single pilot aircraft)
TRTO	Type Rating Training Organisation
UA	Unusual Attitude
VMC	Visual Meteorological Conditions
VSI	Vertical Speed Indicator

0.3 Definitions

0.3.1 A **Skill Test** is a demonstration of skill for licence or rating issue.

0.3.2 A **Proficiency Check** is a demonstration of skill to revalidate or renew ratings.

0.3.3 A **Revalidation** is the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

0.3.4 A **Renewal** is the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of a rating or certificate for a further period consequent upon the fulfilment of specified requirements.

0.3.5 In this document the **Examiner Assessment of Competence (EAoC)** is for an initial issue, or revalidation or renewal of an examiner certificate.

0.3.6 **Commercial Air Transport** – means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration.

0.3.7 Meaning of **Public Transport**:

a) The aircraft is not flying on a commercial air transport flight (see 0.4.6 above); and

b) That valuable consideration is given or promised for the carriage of passengers or cargo in the aircraft on that flight;
or

c) The flight is operated by the holder of a national air operator's certificate or an EU-OPS air operator certificate and any passengers or cargo are carried gratuitously in the aircraft except for persons specified in paragraph 0.4.7 (d) or cargo specified in paragraph 0.4.7 (e)

d) The persons referred to in paragraph 0.4.7 (c) are persons in the employment of the operator (including, in the case of a body corporate, its directors), or persons authorised by the CAA either making any inspection or witnessing any training, practice or test for the purposes of EU-OPS.

e) The cargo referred to in paragraph 0.4.7 (c) is cargo intended to be used by any persons specified in paragraph 0.4.7 (d) or by the operator.

0.3.8 Meaning of '**Available**' in the context of using simulators;

a) It is important to recognise that if the full flight simulator (FFS) or other training device (OTD) is defined as 'available' in this context it SHALL be used. In the event that the full flight simulator or other training device is considered 'not available' in this context then an aircraft may be used.

b) A FFS or OTD is considered 'available' when the following are satisfied:

- The FFS or OTD must be approved for use within the scope of the EASA regulations; and
- A FFS or OTD is representative of the applicant's/operator's aircraft class or type and is serviceable; and
- The FFS or OTD is sufficiently representative of the configuration of the applicant's/operator's aircraft; and
- The FFS or OTD is accessible for use by instructors and examiners acceptable to the applicant/operator, who are appropriately trained and authorised; and
- The FFS or OTD is accessible for use within the scale and scope of the applicant's/operator's training and checking program; and
- The FFS or OTD is sufficiently accessible to allow normal programming within the applicant's/operator's crew roster patterns and will avoid excessive scheduling disruptions.

0.3.9 **'Airmanship'** means the consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

0.3.10 **'Competency'** means a combination of skills, knowledge and attitude required to perform a task to the prescribed standard.

0.3.11 **'Error'** means an action or inaction taken by the flight crew which leads to deviations from organisational or flight intentions or expectations.

1. Introduction

1.1 These instructions and procedures are for examiners conducting skill tests/proficiency checks for Type Ratings on Multi-Pilot Aeroplanes (MPA) and Single Pilot High Performance Complex Aeroplanes (SP HPC(A)) and Helicopters for Bulgarian (BG) and EASA licences.

1.2 These instructions take into account Commission Regulation (EU) No 1178/2011 and 290/2012 – the EASA Aircrew Regulation which came into force on 8 April 2012. The requirements in the regulation replace JAR-FCL 1, 2 and 3 and contain certain national licensing requirements.

1.3 Whilst every effort is made to ensure that all information is correct at the time of publication, the BG CAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

1.4 The BG CAA issues flight crew licences and ratings in accordance with the requirements of the Aircrew Regulation. The BG CAA shall ensure that the applicant has qualified by reason of knowledge, competence and skill to hold the appropriate licence or rating. The BG CAA will therefore certify suitably experienced and qualified pilots as examiners to conduct the necessary skill tests or proficiency checks.

2. Examiner Certificates

2.1 Common requirements

2.1.1 Hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privileges to instruct for them.

2.1.2 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.

2.2 Special conditions

2.2.1 In the case of introduction of a new aircraft to the Member State or in an operator's fleet, when compliance with the requirements of Part-FCL is not possible, the BG CAA may issue a specific certificate giving privileges for the conduct of skill tests and proficiency checks. Such a certificate shall be limited to the skill tests and proficiency checks necessary for the introduction of the new type of aircraft and its validity shall not, in any case, exceed 1 year.

2.3 Examination outside the territory of the Member States

2.3.1 In the case of skill tests and proficiency checks provided in an ATO located outside Bulgaria, the BG CAA may issue an examiner certificate to an applicant holding a pilot licence issued by a third country in accordance with ICAO Annex 1, provided that the applicant:

a. Holds at least an equivalent ICAO Annex 1 licence, rating, or certificate to the one for which they are authorised to conduct skill tests, proficiency checks or assessments of competence, and in any case at least a CPL;
b. Complies with the requirements established in Subpart K for the issue of the relevant examiner certificate; and
c. Demonstrates to the BG CAA an adequate level of knowledge of European aviation safety rules to be able to exercise examiner privileges.

3. Examiner Privileges and Conditions

3.1 Privileges

PRIVILEGES	**TRE (A)**	**TRE (H)**	**SFE (A)**	**SFE (H)**
Skill Tests for initial issue of type ratings	Yes	Yes	Yes	Yes
Proficiency Checks for revalidation or renewal of type ratings	Yes	Yes	Yes	Yes
Proficiency Checks for revalidation or renewal of IRs	Yes (must hold a valid IR(A))	Yes (must hold a valid IR(H))	Yes (must comply with FCL.1010.IRE)	Yes (must comply with FCL.1010.IRE)
Skill Tests for ATPL issue	Yes	Yes	Yes	Yes
Skill Test for MPL issue (provided FCL.925 complied with)	Yes	N/A	N/A	N/A
AoC for issue, revalidation and renewal of a TRI or SFI certificate (3 yrs required as a TRE)	Yes	Yes	Yes (SFI only)	Yes (SFI only)

3.1.1 Examiners will be classified as being qualified “Simulator Only”, “Aircraft Only” or “Aircraft and Simulator”.

3.2 Limitation of Privileges in case of vested interests

3.2.1 Part-FCL.1005 states “Examiners shall not conduct skill tests or assessment of competence of applicants for the issue of a licence, rating or certificate to whom they have provided flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken or when they have been responsible for the recommendation for the skill test, in accordance with FCL.030(b).

3.2.2 Examiners shall not conduct skill test, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected”. Examples of situation where the examiner should consider if his objectivity is affected are when the applicant is a relative or a friend of the examiner, or when they are linked by economical interests/political affiliations, etc...

4. Prerequisites of Examiner

4.1 General Requirements

4.1.1 Applicants for an examiner certificate shall demonstrate relevant knowledge, background and appropriate experience related to the privileges of an examiner; this may include the personality and character of the applicant and their cooperation with the BG CAA. The BG CAA may also take into account whether the applicant has been convicted of any relevant criminal or other offenses, taking into account national law and principles of non-discrimination.

4.1.2 Applicants for an examiner certificate should have not been subject to any sanctions including suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the Aircrew Regulation, for non-compliance with the Basic Regulation and its Implementing Rules during the last three years.

4.1.3 SFE and TRE shall hold a valid Class 1 Medical Certificate issued in accordance with Part-MED.

4.2 Prerequisites for TRE(A)

Applicants for TRE Certificate for airplanes shall:

4.2.1 In case of MPA, have completed 1500 hours of flight time as pilot of MPA, of which 500 hours shall be as PIC.

4.2.2 In the case of SP-HPC(A), have completed 500 hours of flight time as pilot on single-pilot airplanes, of which at least 200 hours shall be as PIC.

4.2.3 Hold a CPL or ATPL and valid TRI certificate for the applicable type.

4.2.4 For the initial issue of TRE certificate, have completed at least 50 hours of flight instructions as TRI, FI or SFI in the applicable type or an FSYD representative device.

4.3 Prerequisites for TRE(H)

TRE(H). Applicants for a TRE (H) certificate for helicopters shall:

4.3.1 hold a TRI(H) certificate or, in the case of single-pilot single-engine helicopters, a valid FI(H) certificate, for the applicable type;

4.3.2 for the initial issue of a TRE certificate, have completed 50 hours of flight instruction as a TRI, FI or SFI in the applicable type or an FSTD representing that type;

4.3.3 In the case of multi-pilot helicopters, 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;

4.3.4 In the case of single-pilot multi-engine helicopters:

a) have completed 1 000 hours of flight as pilot on helicopters, of which at least 500 hours shall be as PIC;
b) hold a CPL(H) or ATPL(H) and, when applicable, a valid IR(H);

4.3.5 In the case of single-pilot single-engine helicopters:

a) have completed 750 hours of flight as a pilot on helicopters, of which at least 500 hours shall be as PIC;

b) hold a professional helicopter pilot licence.

4.3.6 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.

4.3.7 In the case of applicants for the first multi-pilot multi-engine TRE certificate, the 1 500 hours of flight experience on multi-pilot helicopters required in (b)(3) 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.

5. Application procedure:

5.1.1 Application for initial issue / renewal /revalidation of Examiner Certificate shall be made to the DG BG CAA. The submission of the application is made by CAA TRE/SFE EA FORM 001.

5.1.2 The application shall be made together with the appropriate payment to the CAA, *a minimum of 16 weeks prior to the preferred date of test*.

5.1.3 Application evaluation

a. DG CAA must be satisfied that the candidate has a satisfactory safety record in the last two years of actual flight operations.

b. At the discretion of the DG CAA the following pre AoC evaluation of the candidate may be required by the Authority:

- Review of Candidate training records.
- Demonstration of acceptable level of flight proficiency on type.
- Demonstration of acceptable level of technical knowledge.
- Demonstration of adequate knowledge of the applicable rules and regulations.

c. DG CAA may refuse, to issue or revalidate/renew an authorisation on the following legal basis:

- The applicant has not met the requirements for AoC in relation to initial issue or revalidation/renewal of Examiner Authorization.
- The DG CAA considers that the pre AoC evaluation warrants a refusal.

d. DG CAA will inform the candidate of his conclusion in writing.

6. Examiner Standardization and Assessment of Competence (AoC)

6.1 Examiner Standardization

6.1.1 Applicants for Examiner Certificates are required to have completed an examiner standardisation course provided by the BG CAA or by an ATO approved by the BG CAA. The content of the Standardisation Course is detailed in Part-FCL.1015, AMC1 FCL.1015, AMC2 FCL.1015 and GM1 FVL.1015.

6.1.2 For revalidation of an Examiners Certificate see paragraph 8.

6.1.3 For renewal of an Examiners Certificate see paragraph 9.

6.1.4 Holders of BG Examiner Certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the BG CAA unless:

c) They have informed the competent authority of the applicant of their intention to conduct the skill test, proficiency check or assessment of competence and of the scope of their privileges as examiners;

d) They have received a briefing from the competent authority of the applicant on the elements mentioned in PART FCL. 1015(b)(3).

6.2 Examiner Assessment of Competence (EAoC)

6.2.1 The aim of the EAoC is for the examiner to demonstrate his competence to exercise the privileges of his examiner, certificate. Should an examiner fail an EAoC, he will be presented with copy of the EXAMINER AUTHORISATION ACCEPTANCE TEST (CAA TRE/SFE EA FORM 002), and shall undergo suitable retraining as determined by the Head of Training of the ATO and agreed with the Head of Head of Operational Standards and Licencing Department (HOSLD) before being retested.

6.2.2 The crew under test/check shall be representative and properly constituted. The crew under test/check should not contain a Senior Examiner (SE) or another examiner if at all possible. The test/check shall be a skill test, proficiency check, operator proficiency check or a combination of these. Some engine out items

shall be included. The whole detail shall be observed in order to assess the examiner's management of time and to allow time for a full debriefing.

6.2.3 Crew Resource Management (CRM) issues will always arise, and the examiner will be expected to address them appropriately so that his effectiveness in assessing non-technical skills can be confirmed.

6.2.4 When an examiner adds or transfers to a different aircraft type he will qualify on that type as an examiner using the EAoC format. It may be conducted by a CAA Inspector/Examiner (CAAI/E) or a SE.

6.2.5 When arranging a test, the examiner shall ensure that there is sufficient seating for all occupants in the simulator and that the CAAI/E or SE is able to listen to all communications.

6.3 The Format of the EAoC:

6.3.1 The CAAI/E or SE will brief the examiner under assessment, detailing the purpose and format of the assessment. He will then introduce himself to the crew and explain his presence.

6.3.2 Prior to the Simulator detail, the examiner under assessment will:

a) Give a Health and Safety briefing for the briefing room
b) Brief the crew for the test/check.
c) Check the crew's licences.

6.4 Conduct of the Simulator Detail:

6.4.1 Before the Simulator detail the examiner under assessment will:

a) Check the simulator qualification and associated approvals.
b) Complete the initial entry in the technical log.
c) Check the serviceability of the simulator, both visually and with regards to the technical log.
d) Give a Health and Safety briefing for the simulator even if it is day two of the check.*
e) Make effective use of available simulator functions and time to create realistic training and checking. Use standard radiotelephony and correctly simulate the Air Traffic Control (ATC) environment and procedures.

**BG CAA Operational Standards and Licensing puts strong emphasis on Health and Safety at every stage of pilot training/checking. Simulator safety is particularly important as direct access to the outside world is removed when the motion is turned on. Knowledge of escape procedures and safety devices is vital, as a fire inside the simulator can be fatal. The examiner is under assessment, and as such the CAAI/E or SE has the responsibility to supervise and assess the entire Health and Safety briefing no matter how familiar with the device he may be.*

6.4.2 Post-simulator Procedures:

a) Immediately after exiting the simulator, the crew should be encouraged to retire to the briefing room or refreshment area. No indication of the test result should be given at this stage.
b) The examiner under assessment will complete the simulator technical log.
c) The examiner under assessment will be given time to review his contemporaneous notes and then give the CAAI/E or SE a summary of his assessment.
d) Then the CAAI/E or SE will give the examiner under assessment time to formulate his debriefing.
e) The examiner under assessment will debrief the crew.
f) When the examiner under assessment has completed his debriefing, the CAAI/E or SE may discuss and clarify any points arising from the detail.
g) The examiner under assessment will have an oral check of his knowledge of Standards Document No 1 (Instructions and Procedures for Examiners)
h) The CAAI/E or SE will check the correct completion of check forms, certificates of revalidation etc.
i) The CAAI/E or SE will debrief the examiner under assessment.

6.5 Administration Procedures following EAoC:

6.5.1 **Pass:** a 'pass', provided that the applicant demonstrates the required level of knowledge, skill and proficiency to act as Examiner. The CAAI/E or SE will produce three copies of CAA TRE/SFE EA FORM 002.

- One certified copy will be retained by the examiner under assessment.
- One copy will be retained the CAAI/E or SE, for his own record.
- The original copy will be sent by the CAAI/E or SE to the CAA Operational Standards and Licencing Department.

After the receipt of the CAA TRE/SFE EA FORM 002, the CAA Operational Standards and Licencing Department shall take administrative action for the issue of the Examiner Certificate, which validity starts from the date of the AoC test.

6.5.2 **Fail:** a "fail" provided the applicant has not demonstrates the required level of knowledge, skill and proficiency to act as Examiner. In case of "fail" the CAAI/E or SE will produce three copies of CAA TRE/SFE EA FORM 002.

- One certified copy will be retained by the examiner under assessment.
- One copy will be retained the CAAI/E or SE, for his own record.
- The original copy will be sent by the CAAI/E or SE to the CAA Operational Standards and Licencing Department.

After the receipt of the CAA TRE/SFE EA FORM 002, the CAA Operational Standards and Licencing Department shall review the CAAI/E or SE comments and decide on the amount and the type of additional training deemed necessary, before the applicant can apply again for EAoC.

7. Examiner Validity

7.1 TRI and SFI certificates shall be valid for three years and valid until the last day of the month and shall be revalidated in accordance with Part-FCL Subpart J.

7.2 TRE and SFE certificates shall be valid for three years and valid until the last day of the month and shall be revalidated in accordance with Subpart K. Consequently, an instructor who is also an examiner may have different expiry dates for the two qualifications.

7.3 Examiners should note that examining privileges may only be exercised when the associated instructor qualification is valid.

7.4 If it becomes apparent that an examiner is failing to achieve the standards expected of him, the CAA will take appropriate steps to rectify the situation. Among the courses of action available are the following:

a) Interview.
b) Formal Warning.
c) Requirement for re-training and/or re-testing of examiner skills.
d) Suspension of Examiner Certificate.
e) Revocation of Examiner Certificate.

The particular course of disciplinary action will depend on the circumstances of the individual case. Head of Operational Standards and Licencing Department in consultation with the CAA Aviation Safety Director may mandate remedial action such as

retraining/testing, an interview or a formal warning. A certificate may be suspended until such remedial action is completed.

8. Examiner Revalidation

8.1 An examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:

8.1.1 Conducted at least two skill tests, proficiency checks or assessments of competence every year on each type.

a. In the event that the required recency is not met the affected examiner should receive refresher ground training and then be observed conducting a full license proficiency check under supervision of a SE or a CAAI/E who would then confirm the examiners competence to permit continued use of privileges. This activity will be recorded in the examiners log book.

b. Aircraft examiner recency will be limited to one year before an examiner will have to refresh in a simulator. The examiner shall occupy a pilot's seat and carry out touch-and-go landings and emergencies as applicable. This period of recency is reduced to six months for aircraft examiners who carry out asymmetric checking/training and the simulator detail shall include these exercises. If no simulator is available, this refresher training for the examiner shall be conducted in the aircraft.

8.1.2 The examiner shall have attended an examiner refresher seminar provided by the BG CAA or by an approved ATO during the last year of validity. The examiner refresher seminar should follow the content of the examiner standardisation course contained in AMC1 FCL.1015.

8.1.3 One of the skill tests or proficiency checks conducted by the Examiner within the last year of the validity period will be observed by a CAAI/E or by a SE specifically authorised for this purpose. When arranging this check, the examiner shall ensure that there is sufficient seating for all occupants in the simulator or aircraft and that the CAAI/E is able to listen to all communications.

8.1.4 Examiners may make arrangements for the EAoC at any mutually convenient

time during the 12 months preceding the expiry date. In this case the next three-year validity will run from the expiry date rather than the date of assessment.

8.1.5 The check will be carried out using the same format as described in paragraph 6 EAoC.

8.1.6 In addition to the three-yearly EAoC, CAAI/Es will make routine interim checks, sometimes without notice. The purpose of these is primarily liaison and standardisation; however, continued certification will depend on a satisfactory standard as an examiner.

8.1.7 When the applicant for the revalidation holds privileges for more than one type within the same examiner category, combined revalidation of all types shall be achieved when the applicant passes an assessment of competence on one of the types and meets the recency requirements for the other types.

8.1.8 With the prior agreement of FCS, examiners who hold privileges for more than one examiner category, combined revalidation of all privileges may be achieved when the examiner complies with recency requirements for each examiner category, attended examiner seminars appropriate to their privileges, and an examiner assessment of competence for one of the categories of examiner.

8.1.9 The examiner shall demonstrate continued compliance with FCL.1010 Prerequisites for Examiner and FCL.1030 Conduct of skill test, proficiency checks and assessments of competence.

8.1.10 If the EAoC is conducted in the simulator then the examiner privileges will be restricted to simulator only. This restriction will be lifted when the examiner has conducted the EAoC in the aircraft. If the examiner has both simulator and aircraft privileges the EAoC conducted in the aircraft will automatically revalidate the simulator privileges.

9. Examiner Renewal

9.1 If an examiner certificate has expired, the applicant will be required to attend an examiner refresher seminar within the previous 12 months following application followed by an EAoC.

10. Skill Test and Proficiency Check

10.1 Skill Tests and Proficiency Check Scheduling

10.1.1 The applicant shall have completed any required training courses, theoretical knowledge examinations, remedial instruction or refresher training at an ATO as required. The examiner shall determine that the applicant is eligible to take the test or check. He shall check that all the practical training has been completed and initialled by the instructor. Prior to all renewals there is a requirement for an assessment to be made by an ATO with regard to refresher training. The extent of the refresher training is determined by the ATO and shall comply with AMC1 FCL.740(b)(1). This will require the ATO to issue the applicant with either a certificate or other approved documentation confirming that the assessment of training has been conducted and that any training deemed necessary has been carried out. Even if the ATO concludes no refresher training is required the certificate or other approved documentation must be issued. Therefore the examiner should not conduct any renewals unless the applicant presents such documentary evidence.

10.1.2 Items to be covered in the skill test/proficiency check are given in the applicable Form CAA LST/LPC EA FORM 003. Several different skill test/proficiency check scenarios may be developed containing simulated line operations and approved by the CAA. The Examiner will select one of these scenarios. Flight simulators which are suitably qualified and hold the relevant organisation approvals shall be used, if available.

10.1.3 The examiner shall conduct each flight test/check in such a manner as to conform to the guidance given by the BG CAA and ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required by the test/check.

10.1.4 The Aircrew Regulation requires that theoretical knowledge shall be verified by multi-choice questionnaire for skill tests. During a proficiency check the examiner shall verify a continued level of theoretical knowledge is maintained.

10.2 Aim of the Test/Check

10.2.1 The aim of the flight test/check is to:

a. Determine whether, by practical demonstration, the applicant has reached/maintained the required level of knowledge and skill for the rating;

b. Improve the standards of instruction and training by feedback of those exercises and procedures which are commonly failed; and

c. Ensure that safety standards are maintained and where possible improved, throughout the aviation industry, by requiring the application of sound airmanship and flight discipline.

10.3 LST – Licensing Skill Test

10.3.1 The skill test for the type rating shall be carried out when all the training elements have been satisfactorily completed. These items are shown on the left hand side of the bold line and titled “practical training”. The instructor will have signed the relevant boxes once a satisfactory standard has been achieved. The test will be conducted by an examiner who has not been involved in the training. The examiner should sample the items covered by the instructor to ensure standardisation of training as it forms part of the management system. The examiner may test any item but shall include those items marked “M” which are mandatory.

10.3.2 The applicant shall pass all items of the skill test (see assessment system below) within a period of six months after commencement of the type rating course and within six months immediately preceding the date of receipt of the application for the rating.

10.3.3 For MPA the test will grant an Instrument Rating for the type and may be combined with the OPC. For SP HPC(A) the test may grant an Instrument Rating and may be combined with the OPC.

10.4 LPC – Licensing Proficiency Check

10.4.1 All above in paragraph 10.3 applies except that the left hand portion of the form "practical training" can be ignored, as can the items marked "M Skill test only".

10.4.2 Items 3.4.0 to 3.6.9 – Care should be taken to rotate the six selected items to ensure that all items are checked over a three-year period. Note that three items is a minimum number from each of the two groups.

10.5 License Proficiency Check Validity and Instrument Rating Privileges

10.5.1 The proficiency check is valid for one year from the date of issue and shall be extended until the end of the relevant month, or the date of expiry if revalidated within the validity period. For revalidation the check may be carried out within the three months immediately preceding the expiry date of the rating.

10.5.2 Cross-crediting of the Instrument Rating (IR) part of a type rating proficiency check will be in accordance with Appendix 8 to Part-FCL of the Aircrew Regulation.

11. Conduct of the Test/Check/AoC

11.1 Before and after the Test/Check/AoC detail

When conducting the test/check or AoC examiners shall;

11.1.1 Ensure no language barriers exist;

11.1.2 Ensure the applicant complies with all the qualifications, training and experience requirements;

11.1.3 Before LPC (A) ensure the applicant has completed at least 10 route sectors as pilot of the relevant type or class of aeroplane, or one route sector with an examiner during the period of validity of the rating. This may be done during the test and shall consist of a take-off, departure, a sector of not less than 15 minutes, arrival, approach and landing. The examiner shall ensure that a complete cycle of normal checks has been carried out;

Note: *A pilot working for a Part-OPS approved commercial air transport operator who has passed the OPC combined with an LPC is exempt from this requirement-PART-FCL740(a)(3).*

11.1.4 Before LPC (H) ensure the candidate have complete at least 2 hours as a pilot of the relevant helicopter type within the validity period of the rating. The duration of the proficiency check may be counted towards the 2 hours.

11.1.5 Ensure the applicant is made aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience;

11.1.6 Revalidate the IR(A) as part of a combined type and IR skill test or proficiency check.

11.1.7 After completing the test/check or AoC examiners shall maintain records for a period of five years for all skill tests, proficiency checks and assessments of competence performed and their results. This record shall show the date of the event, the applicant's name, type of event, the aircraft or simulator code used the result and confirmation that the licence was signed.

11.2 Conduct of the Test/Check/AoC detail - CAA LST/LPC EA FORM 003

11.2.1 The items marked M (mandatory) on form CAA LST/LPC EA FORM 003 and in Part-FCL Appendix 9 show the minimum practical exercises that shall be tested/checked. At his discretion an examiner may select additional items from the “practical training” to be tested/checked and are encouraged to do so. If additional items are to be included in the test/check, they shall be briefed, although it is not necessary to be prescriptive.

11.2.2 The test/check is a two-attempt test/check. The applicant should fly all items at attempt number one prior to retesting any item (attempt number two). There may be some exceptions. When conducting the test/check in an aircraft, it may be inappropriate or impossible to complete the first attempt due to ATC or external influences. This flexibility would not be appropriate or required during simulator testing/checking.

11.2.3 Failure in more than five items at the first attempt will require the applicant to take the entire test/check again. Any applicant failing not more than five items shall take the failed items again.

11.2.4 Failure in any item of the re-test/re-check (attempt number two) including those items that have been passed at a previous attempt, will require the applicant to take the entire test/check again.

11.2.5 Attempt 1.

If the applicant is in the process of completing his first attempt at the test/check and he fails an item that he has previously passed, it is now recorded as a fail at attempt number one. This could mean overwriting a previous examiner’s entry on the CAA LST/LPC EA FORM 003 form.

11.2.6 Attempt 2.

Part-FCL states “failure in any item of the re-test/re-check including those items that have been passed at a previous attempt will require the applicant to take the entire test/check again”. This statement has been widely misunderstood. The key is in the words re-test/re-check. The attempt number one should have been completed in total. If there are any failed items, the examiner carries out attempt number two. Now the rule applies. It is therefore advisable to avoid flying a manoeuvre that the

applicant has already passed. There are many ways around this problem. For example, give the other pilot some of the flying (in an aircraft the examiner can take control) up to the point of the item to be re-tested. In a simulator, the aircraft could be airborne repositioned and put in position freeze until the applicant has settled down, or in the case of a failed go-around use a different type of approach to any previously assessed as a vehicle to get to minima. However, if the candidate is going to fly something previously passed and it is to be assessed, the applicant shall be briefed accordingly

11.2.7 If the skill test/proficiency check is terminated for reasons considered adequate by the examiner only those sections not completed shall be tested in a further flight. If there is a good reason that a check cannot be continued, the applicant may return to line operations providing that the applicant has not failed any item, and the rating has not expired. If any items were failed on the first flight, all items not completed on the first attempt shall be tested separately, before any re-test is undertaken.

11.2.8 At attempt number one the examiner may use his discretion to repeat any item(s) of the test/check once. The option to repeat any item is not a right of the applicant. As general guidance the examiner should only exercise his discretion to repeat an item when he considers that the applicant has made a minor error and that the error can be corrected by debriefing. This discretion should not be used if further training is required. If retraining is required it should be done prior to a retest, i.e. a second attempt. Repeats may not be carried forward to another simulator detail/flight, unless the test was originally planned as a two-day event. Repeats shall not be passed on to another examiner. Retest item(s), attempt number two shall not be repeated. The applicant should be aware of what he did wrong prior to repeating the item.

11.2.9 Although technically all items of the test schedule may be repeated once, this is not in the spirit of the repeat discretion. If the applicant's performance is such that several items need repeating, he is clearly not up to the required standard and the discretion to repeat should not be exercised further. Repeats are not recorded on the relevant LST/LPC EA FORM 003 form but shall be recorded on company paperwork.

11.2.10 If an applicant fails to achieve a satisfactory standard in an item, he will be re-tested in that item. Such re-tests shall be indicated on company training records

and also the SRG1158 form. The examiner may stop the test/check at any stage if it is considered that the applicant's competency requires a complete re-test or re-check.

11.2.11 Should the examiner consider that the applicant was not performing satisfactorily due to any external influence or distraction then the exercise should not be assessed. An example of this may be noisy engineering work outside of a simulator.

11.2.12 If a pilot has presented himself for check and has not declared himself unfit prior to the test, it is reasonable to assume that he would have presented himself for a flight. It is not acceptable post-test for him to complain that he was unwell.

11.2.13 The skill test/proficiency check format for the test/check is intended to simulate a practical flight, i.e. commercial air transport flight. Planning and preparation shall be completed by the crew using routine planning material in accordance with normal operating procedures. In flight, the applicant shall use the normal charts and plates as per the company's operation. e.g. it is not acceptable to use "home-made" line drawings or photocopied material, which has been customised or highlighted.

11.2.14 Skill tests and proficiency checks shall not be conducted on a flight for the purpose of commercial air transport or public transport of passengers.

11.2.15 The test/check for a multi-pilot aeroplane or SP HPC(A) operated to multi-pilot operations shall be performed in the multi-crew environment and another applicant or another pilot may function as a second pilot. If an aeroplane rather than a simulator is used for the test/check, the second pilot shall be the examiner.

11.2.16 An applicant for the initial issue of a multi-pilot aeroplane type rating or ATPL(A) shall be required to operate as "pilot flying" (PF) during all stages of the test. In addition, the applicant shall demonstrate the ability to act as "pilot not flying" (PNF).

11.3 Administration procedure following LST/LPC/OPC

11.3.1 **Pass:** a 'pass', provided that the applicant demonstrates the required level of knowledge, skill and proficiency and where applicable, remains within the flight test tolerances for the licence or rating. The Examiner will produce three copies of CAA TRE/SFE EA FORM 003 for (A) or 004 for (H).

- The original copy will be sent by the Examiner to the CAA Operational Standards and Licencing Department.
- One certified copy will be retained by the candidate under assessment.
- One copy will be retained the Examiner, for his own record.
- If the LPC was conducted for the purpose of type rating revalidation, the Examiner can endorse applicant's license with the new expiry date of the rating.
- In case of LST for initial issue of type rating the examiner shall not endorse the pilot license. The administrative act for initial type rating endorsement in the pilot's license shall only be made by the BG CAA.

11.3.2 **Incomplete test or Partial pass**: If for any technical or other reason the test/check was "incomplete" and/or the candidate has achieve a "partial pass" (failure of 5 items or less), the Examiner will hand over to the original of CAA TRE/SFE EA FORM 003 to the applicant to present to the next examiner, and retain a copy for his own records. In the event of a "partial pass" the examiner shall send partial pass notification (CAA TRE/SFE EA FORM 005) to the CAA Operational Standards and Licencing Department, detailing all additional training requirements if applicable.

11.3.3 **Fail:** a "fail" provided that any of the following apply:

a) The flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;
b) The aim of the test or check is not completed;
c) The aim of exercise is complete but at the expense of safe flight, violation of a rule or regulation, poor airmanship or rough handling;
d) An acceptable level of knowledge is not demonstrated;
e) An acceptable level of flight management is not demonstrated;
f) The intervention of the examiner or safety pilot is required in the interest of safety.

11.3.4 In case of "fail" the Examiner will produce three copies of CAA TRE/SFE EA FORM for (A) or 004 for (H).

- The original copy will be sent by the Examiner to the CAA Operational Standards and Licencing Department.
- One certified copy will be retained by the examiner under assessment.
- One copy will be retained the Examiner, for his own record.

After the receipt of the CAA TRE/SFE EA FORM 003/004, the CAA Operational Standards and Licencing Department shall review the Examiner comments and decide on the amount and the type of additional training deemed necessary, before the applicant can apply again for Test/Check. The CAA may leave the decision for any additional training if required to an ATO or to the Air Operator, if the candidate is employed.

11.3.5 Other Examiner responsibilities following LST/LPC/OPC.

a) The Examiner shall inform the applicant of the result of the test.
b) As per PART FCL 1030 (b)(1), in the event of a "partial pass" or "fail", the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal.
c) Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.
d) Examiners should list all tests and proficiency checks conducted during each month in CAA TRE/SFE EA FORM 006, and submit the latter on monthly basis to the BG CAA.
e) The Examiner shall ensure that all forms required by the CAA for initiation of administrative licencing action should be sent to CAA later than 14 days after the Test/Check.

12. Conduct of the Examiner

12.1 The examiner may change the sequence of sections or manoeuvres to achieve an orderly and efficient flow of a practical flight having regard to the existing conditions or circumstances but shall not miss out any items. Examiners shall ensure that the test/check is completed efficiently and without wasted time.

12.2 Should a flight test/check not proceed as briefed the examiner shall remain flexible and alert to achieving as much as possible in the changed circumstances. In an aircraft, briefing applicants during the exercise for a change to the requirements is acceptable, but the examiner shall ensure the applicant fully understands and accepts the changes otherwise the flight should be suspended.

12.3 It is essential that all examiners apply a common standard. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each examiner shall consider all aspects when assessing the flight. The examiner shall exercise sound judgement and impartiality throughout. To assist with this, each examiner should maintain a record of the test/check so that all aspects may be debriefed comprehensively.

12.4 Most pilots will dislike the prospect of being tested/checked. Some applicants may become nervous which might affect their performance. The attitude and approach of the examiner can do much to overcome these difficulties. The examiner shall establish a friendly and relaxed atmosphere, which will enable the applicant to demonstrate his abilities fully. A severe or hostile approach by the examiner shall be avoided.

13. Training alongside testing

13.1 Proactive Training

13.1.1 When carrying out the mandatory proficiency check items 3.4 to 3.6 selected from the form CAA LST/LPC EA FORM 003 and combining this test/check with an OPC, EU-OPS/Part-OPS requires an element of training as well as checking.

13.1.2 It is acceptable, and often necessary and desirable, to train difficult and complex items (usually multiple events: e.g. total electrics failure, total hydraulics failure). The examiner may wish to freeze the simulator to point out and explain in “slow time” the indications of the failure. However, any routine aspects of the item such as the ability to read a straightforward checklist shall never be in doubt.

13.1.3 Straightforward exercises (e.g. TCAS RA, pilot incapacitation), which line pilots are routinely expected to manage successfully without training input, should be subject to check in the accepted manner.

13.1.4 Remember that three items from each list is a minimum and therefore some thought should be given to the inclusion of other less complex items if substantial training is to be given.

13.1.5 This training applies to the proficiency checks and not to the skill test. The skill test assumes that the applicant already has the required knowledge and ability. It is performed when all training has been completed, e.g. at the end of a conversion course, upgrading to an ATPL, or for BG licence issue.

13.2 Reactive or Remedial Training

13.2.1 This is when instructional input is needed to improve an applicant's performance. It is generally well recognised by examiners that the skill test/proficiency check is a "two attempt" test or check, with all items in attempt number one having to have been attempted by the applicant before any re-testing/re-checking can occur in attempt number two.

13.2.2 By definition, retraining will have to be given before the re-testing/re-checking [Note: the intended meaning of the foregoing is that any retraining deemed necessary shall precede re-testing/re-checking, rather than that retraining is mandatory], and this has led to some confusion amongst examiners – this retraining can be given at any appropriate time prior to the re-test/re-check – it does not have to be performed immediately prior to any re-test/re-check. As an extreme example, an applicant may crash at the beginning of a test/check, say on an engine failure after take-off. It would be inappropriate and counterproductive to attempt to carry on without any training input - indeed it would make perfect sense to train him to proficiency before continuing the test/check. The re-test/re-check would then be performed after the completion of attempt number one.

13.3 Training Input during LPC/OPC Brief

13.3.1 It is perfectly proper – indeed desirable – for examiners to include some training input during the briefing. This shall not include handy hints or tips that would

effectively brief out errors – e.g. “Watch that inbound NDB course – it is offset by five degrees”, “with today’s wind you’ll need a heading of about three two six degrees”.

13.3.2 Likewise, care shall be exercised when responding to a question from an applicant who is seeking an answer on how to carry out a particular approach to be flown during the test/check - an appropriate response would be to facilitate a generic understanding of the profile or procedure. It is also quite in order to choose a topic for revision – or to respond to such a request – and then to give a generic training brief. Such topics may, for example, include single engine profiles or non-precision approaches.

13.3.3 Many operators use a large proportion of the pre-test/pre-check briefing time to deal with ‘discussion items’. These may have been pre-notified if the applicants are expected to have revised the topics in question, and their purpose is to test/check, refresh and improve knowledge. The topics may also be preparatory, in a general sense, to the practical test/check, which is about to take place. This may satisfy the requirements for an oral examinations as part of the skill test/proficiency check.

13.3.4 It is essential to make clear in the opening part of the examiner’s briefing to the applicants which elements of the day’s proceedings are to be assessed as part of the test/check. Many examiners cover this with a broad statement such as “Everything you do today and tomorrow planned or otherwise, will be assessed as part of the test/check.”

13.3.5 In simulators, tests/checks are based on real-time scenarios, with the distinct benefits of improved realism and, even more important, the need for crews to make decisions and act accordingly.

13.3.6 Sub-standard performance at any time, even when it occurs during training or relates to a stand-in pilot who is not subject to formal assessment, cannot be ignored. Any crewmember exhibiting such performance will be required to undergo remedial training before release back to normal operations.

13.3.7 A CAT or PT operator is unlikely to conduct a stand-alone proficiency check; invariably it will be combined with an OPC for reasons that are obvious to any examiner but might be less so to the applicant. It is therefore important when briefing to be specific in defining the purpose of a test/check; e.g. licensing check, operator check or combined licensing/operator check.

13.3.8 In summary:

a) Training may be integrated with testing/checking.
b) When training is combined with a test/check, the examiner shall delineate clearly when moving from test/check to training and vice versa. The frequency of this should be reasonably contained so that the applicant is not confused.
c) The applicant shall know, in advance, what is being assessed.
d) Choose terminology carefully; e.g. LOFT, training, licensing skill test or licensing/operator proficiency check, combined proficiency checks.

14. Appendixes

14.1 **APPENDIX 1** - DETAILED TESTING STANDARD

I. (A) AIRPLANES

The individual items in this Annex are taken from the Skill Test but where applicable may be read across to the Proficiency Check.

Examiners should ensure that collision avoidance and good airmanship are demonstrated in a practical manner by good lookout, use of checklists, precise Radiotelephony (RTF) procedures, standard operating procedures, CRM and sound flight management.

14.1.1 **Item 1.4 - Use of Checklist, Radio and Navigation Equipment Check**:

a) Checks and cockpit procedures shall be carried out in compliance with the authorised checklist for the aeroplane used in the test. When a skill test is conducted, performance calculations for take-off, approach and landing shall be calculated by the applicant. This should be in compliance with the OM or Aircraft Flight Manual (AFM) for the aeroplane used and shall be agreed with the examiner. Decision Height (DH)/Decision Altitude (DA) and Minimum Descent Height (MDH)/Minimum Descent Altitude (MDA) and missed approach point shall be determined by the applicant in advance and agreed by the examiner. However, if the test is to be carried out as a LOFT type scenario, it may be impossible or inadvisable to state the type of approach or even the airport of final destination. In this case the source of the minima should be ascertained.

b) This item does not stipulate that it has to be the first flight of the day; however, some thought should be given to alternating first flights with transit checks to make sure that there is a comprehensive knowledge of the checklist.

c) When using a simulator the use of checklists and the checking and setting of navigation/communication equipment may be done in a briefing room using training devices. This would save valuable time in the actual simulator and allows a question and answer technique on such things as the built-in test equipment. However, some examiners may wish to get the crews to perform this item while they busy themselves in setting up the instructor station. If this is the case, do not forget that this is an assessable item and care shall be taken to monitor the crews carefully.

d) The applicant shall complete a normal start procedure and/or deal with any malfunctions.

In a simulator, engine start malfunctions can be given easily. In an aircraft, malfunctions may not be achievable. In this case, examiner should not forget to establish the applicant's knowledge by use of a touch drill and by questioning.

14.1.2 **Item 1.6 - Before Take-off Checks**:

a) Completes any pre-departure checks. Care should be taken to ensure that first flight of the day and transit checks are alternated, so that the knowledge of the various systems checks that are carried out on a first flight are not overlooked.
b) Obtains a clearance.

14.1.3 **Item 2.5 -Takeoffs with Simulated Engine Failures**:

a) The engine failure may be combined with the departure (see Item 3.9.1).
b) In an aircraft this should be after V2 when safely away from the ground. Shut down checks should be done by use of a touch drill. Simulation of engine failure close to the ground is a critical manoeuvre and examiners shall be aware of the associated risks and develop defences according to the potential threat to safety. Minimum safe heights and speeds for simulation will vary depending on aircraft type and prevailing conditions.
   Examiners should take note of any guidance provided by the aircraft manufacturers. Operators shall give precise details in part D of their Operations Manual regarding the minimum height and detailed information on how engine failures are to be simulated.
c) For some types of aircraft the engine failure profile may be different depending on obstacle clearance. In this case there should be an alternation of the profiles flown by the applicant and care should be taken to record which one has been carried out. If the check is consistently conducted out of an airfield that does not have an emergency turn, thought should be given to manufacturing one for training purposes, to see that the correct procedures are followed.
   Part-FCL states that this procedure shall be done by sole reference to instruments. However, all take-offs will have some visual reference available to the pilot. A pilot will make use of these visual cues to keep straight both on the runway and during the initial rotation, but as the pitch attitude increases his gaze will naturally transfer onto the instruments. In a simulator it is not necessary to set the company's minimum Runway Visual Range (RVR) or cloud base - in fact doing so might even forewarn the applicant of an impending Engine Failure After Take Off (EFATO). Setting the weather to close to CAT 1 minima would meet the requirements.

d) In a simulator, remember that you are acting as ATC and therefore you would not know that the crew have suffered an engine failure unless they give out a PAN/MAYDAY. It is up to the crew to liaise with you. It is solely the crew's responsibility to reduce airspeed, ask to hold, or extend the final, should they wish more time to carry out the checklists etc.

e) If a screen is used to simulate Instrument Meteorological Conditions (IMC) in an aircraft, it shall obscure 25 degrees either side of the straight-ahead position. This screen should not be erected prior to taxiing as it obstructs the view. If it has a forward vision panel the screen may be put in place at the holding point. If not, it should be in position by 200 ft Above Aerodrome Level (AAL). However, should you be in the process of conducting a simulated engine failure for example, safety considerations will override this.

f) A question often asked is "how much swing is acceptable on an engine failure?" There are no published tolerances. Each aircraft type has its own characteristics and this in turn will depend on the time of the engine failure and the type of failure given.

g) Engine failures in simulators close to V1 with a large V1/VR split should not be used routinely because handling an engine failure that occurs on rotation is usually more demanding.

14.1.4 **Item 2.6 - Rejected Take-Off**:

a) The Rejected Take-Off (RTO) should be taken to its full conclusion. e.g. would the aircraft taxi onto stand? Was brake cooling, evacuation or a further take-off considered? etc.

b) If you have divided duties on the RTO, and it is performed incorrectly, care shall be taken to correctly assess whether a fail in this item should be attributed to just one or both pilots.

c) This shall not be performed in an aircraft, other than as a static touch drill.

d) In some aircraft the co-pilot never aborts the take-off. In these cases it will be necessary to manufacture a reason for the co-pilot to stop, e.g. the incapacitation of the captain who then obstructs the controls. This scenario should be included in the three-yearly cycle.

e) In a simulator an applicant should not be told when the RTO will occur.

f) Part-FCL states the need for the RTO to take place at a "reasonable speed". A practical approach to this issue is that "reasonable speed" does not mean "high speed". It simply means a speed appropriate to the circumstances (nature of failure,

contamination etc.). Flight Crew Standards considers this to be any realistic time as a result of any plausible failure.

14.1.5 **Items Selected from 3.4 and 3.6**:

a) These items are mandatory for the skill test and proficiency check.

14.1.6 **Item 3.4.11 – Radio, navigation equipment, instruments and flight management system**:

a) Examiner shall ensure that applicants in aeroplanes equipped with HUD meet the requirements of EU-OPS Subpart E Appendix 1 to 1.430 and demonstrate competence both with and without the HUD.

14.1.7 **Items 3.4.10 and 3.6.9 – Enhanced Ground Proximity Warning System (EGPWS)/Airborne Collision Avoidance System (ACAS)**:

a) EGPWS/ACAS should only be conducted in simulators where the equipment is the same version and presentation as the operator's aircraft. For example, if the ACAS presentation is on the Vertical Speed Indicator (VSI) as opposed to the Attitude Direction Indicator (ADI), or if the Ground Proximity Warning System (GPWS) is fitted rather than EGPWS then the training/checking should be on another Synthetic Training Device (STD) with the correct presentation to avoid negative training.

14.1.8 **Item 3.6.3 - Engine Failures, Shutdown and Restart at a Safe Height**:

a) Recommended minimum limits have been promulgated for actual shutdown of power plants for training purposes. Examiners should ensure that they are familiar with the most recent guidance promulgated by Aeronautical Information Circular.

14.1.9 **Item 3.7 – Steep turns with 45º bank, 180º to 360º left and right**:

a) The use of the flight path vector, if installed, removes much of the benefits of improved scan. This is especially the case if a HUD is available. Examiners should vary the scenarios so that the exercise does not always have the FPV available. This is intended to be a visual exercise.

14.1.10 **Item 3.9.1 - Departure and Arrival Procedures**:

a) This may be combined with an abnormal or emergency procedure.

b) Full use of automatics and Lateral Navigation (LNAV) if fitted is permitted. Examiners are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may

require some speed control or a change to ATC clearance that may require some reprogramming of the Flight Management System (FMS) might be appropriate.

c) Some interpretation of departure and/or arrival plates should be included. If you are using an aircraft and based at an airport that does not have a published instrument departure or arrival procedure, a clearance should be given by the examiner or gained from ATC, which includes some form of altitude/turn/track adherence. A departure that consists only of radar vectors should not be used.

d) Climb/descent transitions between flight levels and altitudes using correct altimeter-setting procedures.

e) Flight management is demonstrated with a flight log and fuel and system checks, including anti-ice procedures when necessary.

f) The applicant should comply with arrival and joining procedures.

g) Some arrival procedures contain a hold. If it is failed it could be assessed in one of two ways:

- the arrival, as in item 3.9.1; or
- holding, item 3.9.2.

The latter may be preferable, because it would be clear to another examiner what item(s) should be retested.

14.1.11 **Item 3.9.2 – Holding**:

a) Although this exercise is not mandatory, periodical inclusion of an unplanned hold is strongly recommended. Automatics can be used and therefore value can be obtained by giving a last minute clearance into the hold or, if FMS is fitted, an early exit from the hold to see how the FMS is handled.

14.1.12 **Instrument Approaches – General**:

a) Whenever possible, all checks should include a mix of radar-vectored and procedural instrument approaches.

14.1.13 **Item 3.9.3.1 – Precision Approach Flown Manually Without Flight Director**:

a) While examiners will often choose to combine various test items for expediency, since this particular exercise is fairly demanding, it may be wise to avoid overloading the applicant in this way. For skill test purposes, the exercise is to be carried out with manual thrust on all aircraft types.

14.1.14 **Item 3.9.3.4 - Manual Precision Approach With One Engine Inoperative**:

a) The applicant should complete a safe approach manually (without autopilot see also paragraph A1.23) in an asymmetric configuration to the company DA/DH. Should an Instrument Landing System (ILS) be flown, the examiner should ensure that the test is conducted into an airfield where the company minimum allows a DH not normally greater than 450 feet AAL, in order to assess the applicant's ability. The autopilot should be disconnected before intercepting the localiser and before final configuration for the approach so that the applicant's handling of any trim change associated with flap extension can be assessed. The engine failure should also be simulated prior to this phase.

14.1.15 **Item 3.9.4 – Non-Precision Approach**:

a) This may be flown either automatically or manually. Provided that the use of LNAV has been approved, this may be engaged. The crew remain responsible for monitoring the radio aid(s) and ensuring the tracking remains within limits when flying this 'overlay' type of approach. It shall normally be flown to the specified minima and not to circling minima, unless they are coincident. This is to ensure that the transition from an instrument approach procedure to a circling approach does not occur at such an early stage as to preclude comprehensive assessment of the former. Provided the examiner is satisfied in this respect, it is not necessary for a further non-precision approach to be flown.

b) A Non-Directional Beacon (NDB) aural ident need not be continuously monitored during a Non-Precision Approach (NPA), on a non-Electronic Flight Instrument System (EFIS) equipped aircraft, if the needle or visual ident disappears from view or if the needle fails to a "parked" position when the signal is lost. However, if it is the company's policy to monitor NDB idents continuously, in all cases, pilots shall obey company SOPs.

c) EU-OPS requires NPA procedures to be flown using the Continuous Descent Final Approach (CDFA) technique. This is recognised as the best way to optimise crew workload whilst achieving a stabilised approach path, especially in heavy jets with their high inertia. Any input that destabilises the approach, such as hitting "Alt Hold" in order to avoid descent below the final approach fix, will therefore have a detrimental effect upon the safe and successful outcome, especially if there are associated technical problems such as asymmetric thrust.

d) Whilst the Final Approach Fix (FAF) crossing altitude shall be taken into account, an examiner should use his professional judgement and take into account all factors when deciding whether an approach has been flown to the required standard or not,

e.g. for a crew who share a high level of situation awareness of the profile by communicating altitude versus distance to go to the threshold, and are flying a stabilised approach whilst making sensible corrections based upon the aids available.

e) The completion of either an RNAV (GNSS) NPA or APV Baro approach will fulfil the requirements for the completion of item 3.9.4.

14.1.16 **Item 5.5 - Landing with One Engine Inoperative**:

a) The landing shall be carried out manually. Directional control shall be maintained and brakes and other retardation devices used to achieve a safe roll out and deceleration.

b) The applicant shall complete a safe landing from a stable approach on the required glide path. In an aircraft using a zero thrust setting, the applicant should be briefed to close all throttles on landing.

c) Consideration should be given to the weather, wind conditions, landing surface and obstructions.

14.1.17 **Item 5.6 - Landing with Two Engines Simulated Inoperative**:

a) The two-engine landing does not negate the requirement to complete item 5.5. Both items are mandatory.

14.1.18 **A1.17 Item 6 – LVO**:

a) In a simulator the training and testing shall be carried out at an airfield displaying the correct lighting for the type of approach and ground markings. The use of a generic airfield is not acceptable.

b) Where possible (e.g. a dedicated airfield scene) taxiing should be ramp to ramp. This enables the examiner to assess the crew's situational awareness and other technical and non-technical behaviour. Checking the crews' prioritisation of tasks, reading aerodrome charts, checking taxiways with compass, the use of Resolution Advisories (RAs)/Traffic Advisories (TA), in all instances the operator should develop scenarios that will expose crews to differing events. This is important because runway incursions are on the increase.

c) Some older generation visual systems have runway holding point stop bars that cannot be switched off independently of the taxiway lighting. The examiner shall ensure that crews ask permission to cross these lights.

d) LVO taxiing between gate and runway (in and/or out) should be included periodically but not necessarily in every six-month check. It should be conducted and documented at least every three years in addition to the normal bi-annual

requirements. A dedicated visual scene shall be used for this purpose; generic airfields have no navigation/situational awareness value for low visibility taxiing.

e) When the LVO refresher does NOT include such taxi, any LVO airfield (specific or generic) may be used for approaches etc.

f) An outboard engine shall be selected for all mandatory engine-out exercises for the LST/LPC.

14.1.19 **Pilot Incapacitation**:

a) This should be taken to its full conclusion, e.g. would a co-pilot without nose wheel steering taxi and how far?

b) If he has asked the ambulance to meet the aircraft how does he handle this?

c) Does he make use of any automatics?

d) The examiner should give some thought as to how to instigate the incapacitation, and when and how the incapacitation is to occur. A subtle incapacitation is the hardest to recognise and checks that company Standard Operating Procedures (SOPs) are satisfactory.

e) Incapacitation should be practised during LVO training and should be covered during a three- yearly cycle. When take-off in minimum RVR is dependent on Paravisual Display (PVD), incapacitation should take this into account.

14.1.20 **Pressurisation/Smoke (if applicable)**:

a) The use of the oxygen mask is an essential part of an emergency descent with cabin pressure failure and contaminated cockpit drills. The crew's ability to establish communication with each other, ATC, cabin crew etc. can only be assessed if masks are used.

b) In an aircraft care shall be taken not to depressurise the cabin and to ensure that aircraft safety is taken into account if oxygen masks are donned.

14.1.21 **Crew Resource Management**:

a) CRM shall be addressed on the skill test and proficiency check in order to encourage the crew's CRM skills and promote good practises. An applicant should not be failed for CRM alone; it should normally be linked to a technical failure. CRM should not be treated as a separate topic, but fully integrated throughout the debriefing using NOTECHs or the company's own behavioural markers/methodology.

14.1.22 **Facilitation**

The effective use of facilitation enables a better learning process and one method that may be employed is to:

a) Start with an introduction;
b) Avoid dealing with issues chronologically;
c) Ask two open questions per issue;
d) Get the trainees to do the thinking and talking; and
e) Summarise at the end (it can be useful to get the applicant to summarise);
f) Don't facilitate a failure, it usually isn't appropriate.

14.1.23 **Automatics**:

a) On fly-by-wire aircraft, the use of manual thrust on a proficiency test/check engine-out ILS (item 3.9.3.4) is left to the examiner's discretion. However, even in these types, if the aircraft can be dispatched with an unserviceable autothrottle, the pilot's ability to perform this exercise using manual thrust shall be checked on a three-yearly cycle.
b) When an OPC is not combined with either an skill test or licesing proficiency check, it should be flown as per company SOPs.

14.1.24 **Radiotelephony**:

a) As examiners lead by example, great care shall be taken to ensure that their own RTF is correct and in compliance with ICAO Doc 4444. An appraisal of the crew's RTF is an integral part of the test/check. Errors should be debriefed in order to maintain the required standard within the airline and improve aviation safety.

14.1.25 **Situational Awareness**:

a) Examiners are strongly encouraged to conduct test/checks in such a way that, as ATC, they maximise the need for crews to exercise Situational Awareness (SA) throughout. SA is so often a contributory or causal factor in incidents and accidents, so every opportunity shall be taken to assess and develop it during checks. For example, a crew who request ATC vectors as delaying action whilst dealing with an abnormal or emergency situation should instead be given a procedural clearance to a holding facility. Whereas in reality radar might be expected to be more helpful, the suggested course of action is not unrealistic and will reveal more about the crew's skills, both technical and non-technical: chart interpretation, terrain/Minimum Safe Altitude (MSA) awareness, hold programming in the Flight Management Computer (FMC), time management etc.
b) In general, examiners should be reactive rather than proactive in the role of ATC, to encourage crews to think for themselves. ATC should not offer a simplified missed approach procedure in the event of a go-around from an engine-out approach unless it is in response to a request from the pilot. Also, following an engine failure on take-

off, should the crew continue to fly straight ahead with no thought to the Sector Safe Altitude (SSA) or have a “plan of action”, the examiner should not vector/reduce speed etc. to keep them safe.

14.1.26 Jeopardy:

a) The question often arises about what to do should a “stand in” pilot produce an unacceptable performance. The answer is that there is no such thing as “no jeopardy”. It is not correct to take away the “stand in” pilot’s rating as he is not on test and has not been briefed as such. However, it would also be incorrect to release a pilot to line operations if he has just demonstrated a lack of ability in a particular area. It is recommended that, following a below standard performance, the “stand in” pilot is trained to proficiency prior to being released to line. Words to this effect may be included in the pre-flight briefing. Companies are advised to formalise this process and include it in the company’s OM.

II. (H) – HELICOPTERS

Preflight Preparation and Checks

H14.1.1 Helicopter exterior visual inspection component location and purpose of inspection

a) Complete all elements of the helicopter and equipment pre-flight inspections as detailed in checklist, operating handbook or flight manual.
b) Check helicopter serviceability and technical log.
c) Using an approved checklist perform all elements of the helicopter pre-flight inspections, identifying components and functions as required by the examiner.
d) Check and complete all necessary documentation.
e) Complete an appropriate passenger emergency procedure briefing for the Examiner.

H14.1.2 Cockpit Inspection

a) Complete all elements of the helicopter internal and cockpit pre-flight inspections as detailed in checklist, operating handbook or flight manual.

H14.1.3 Starting Procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies

a) Complete engine starting procedures in accordance with checklist, operating handbook or flight manual.
b) Select and set appropriate frequencies and transponder codes.
c) First flight of the day items should also be considered.

Pilots are expected to check the operation of all radio communication (VHF R/T) and radio navigation aids (ILS/VOR/DME/ADF) prior to flight wherever possible. For displays where the VOR/LOC signal is monitored electronically and a name identifier displayed beside the corresponding NAV frequency, the pilot may indicate such to the examiner in lieu of aural identification of the Morse coding. The pilot must identify facilities in the conventional manner where they are not automatically coded by the equipment.

For digitally generated flight displays (as opposed to mechanical displays) pilots will not be expected to rotate the ILS/VOR track bar to check for correct sensing of a LLZ or VOR display. It is sufficient to indicate that the display correctly interprets the selected frequency as either “VOR” or “LOC” and indicates appropriately (for example full scale

fly left/right for an ILS display). Similarly, the pilot will not be expected to open the ADF tuning.

The candidate should point out all the checks they are completing. Where automatic test facilities are incorporated in equipment, their use should be fully demonstrated and explained by the candidate. Equipment with no auto-test facility should be checked against a local nav aid. The absence of navaids at certain locations may mean that the equipment cannot be tested on the ground. The absence of a nav aid signal does not absolve candidates from demonstrating knowledge of equipment checks so examiners should give consideration to asking questions of candidates in order to ascertain this level of knowledge.

Pilots intending to supplement “conventional” navigation information with GPS derived information will be expected to check the validity of the GPS aviation database and the integrity of the received GPS signal prior to flight. Whenever it is intended to use GPS derived navigation information, it must either be crosschecked against another source of navigation information prior to use or used with discretion. Pilots will be responsible for any navigation errors resulting from incorrect use of GPS derived information.

For FMS fitted aircraft a route should be entered and activated.

H14.1.4 Taxiing in compliance with ATC/instructor instructions

a) Comply with ATC instructions, airport markings and signals.
b) Maintain control and proper spacing from other aircraft and obstacles.
c) Appropriate application of sterile cockpit.

Care must be taken when taxiing with screens or optical devices.

If the examiner is seated in the cockpit of the helicopter he will taxy it to the holding point and during this time, he should warn the candidate when he is going to turn the helicopter to allow him to complete his instrument checks.

In the simulator, it should be positioned in a location such that the pilot has to ground taxy it (if applicable) to the take-off holding point. If necessary this may be completed in minimum visibility conditions to ensure that the pilot is aware of the company procedure for Low Visibility Operations

H14.1.5 Pre takeoff procedures and checks

a) Confirm any helicopter performance profile.
b) Appropriate crew briefing.

FLIGHT MANOEUVRES AND PROCEDURES

H14.1.6 Take-offs (various profiles)

a) Use the correct take off technique using the briefed profile.

Not all certified profiles need to be observed in a single sortie but should be seen over a three year period.

H14.1.7 Sloping ground & crosswind take-off & landing

a) Correct assessment of the site.
b) Safe technique of sloping take off/landing for the type.
c) Selection of up slope/cross slope landings.

H14.1.8 Take off at maximum take off mass

a) Demonstrate the correct technique for the selected profile.

Simulator – The device should be set such that a take off can be achieved at MAUM.

Aircraft – Care must be taken if operating at MAUM to ensure that any engine/gearbox limitation is not exceeded. This may be best achieved by agreeing a maximum take off power figure to simulate such a condition.

Take off with simulated engine failure shortly before reaching TDP or DPATO (ME):

The technique applied for a reject just before TDP may vary to that just after transition. Clearly the just before TDP reject will use much of the reject distance given but consideration should be given to varying the engine failure point.

Take off with simulated engine failure shortly after reaching TDP or DPATO (ME)

In an aircraft this should be after Vtoss when safely away from the ground. Shut down checks should be done by use of touch drills. Simulation of engine failure close to the ground is a critical manoeuvre and examiners shall be aware of the associated risks and develop defences according to the potential threat to safety. Minimum safe heights and speeds for simulation will vary depending on aircraft type and prevailing conditions.

Operators shall give precise details in part D of their Operations Manual regarding the minimum height and detailed information on how engine failures are to be simulated.

The examiner must cover both the collective lever and throttle to give best opportunity to accelerate the simulated failed engine in the event of a failure of the driving engine. Types fitted with a train/idle function or FADEC OEI simulation must be aware of any RFM supplement or Part D procedures.

In a simulator, the examiner is acting as ATC and therefore would not know that the crew have suffered an engine failure unless they give out a PAN/MAYDAY. It is up to the crew to liaise with the examiner. It is solely the crew's responsibility to reduce airspeed, ask to hold, or extend the final, should they wish more time to carry out the checklists etc.

- Climbing and descending turns onto specified headings.
- Establish climb/descent and turns onto nominated height, headings and rates of bank.

H14.1.9 Turns with up to 30 deg AOB, 180 degrees to 360 degrees left and right by sole reference to instruments May be combined with Instruments Flight Procedures section.

H14.1.10 Autorotative descent

This exercise must be carefully briefed before flight and again in flight before its conduct. The examiner must ensure that the candidate understands how the simulated double engine failure will be initiated and what is expected from him throughout the exercise and recovery phase.

If engines are retarded from 'flight' the examiner must ensure that they are both re-instated at such a height so that power is available for a safe recovery and climb without breeching the briefed minimum height.

The scenarios briefed leading to the autorotative recovery can vary within the industry. Whatever the scenario, the recovery must be thoroughly briefed and monitored carefully.

H14.1.11 Autorotation to power recovery

H14.1.12 The Examiner will nominate the landing area, the entry speed, height and heading. The candidate will select entry point unless otherwise instructed.

The above guidance continues to apply with full power re-instated by 500'.

H14.1.13 Landing following simulated engine failure after Landing Decision Point

For aircraft with a number of Cat A profiles it is recognised that this exercise may be a selection from each so that a go around and subsequent landing with one engine operative can be assessed.

NORMAL AND ABNORMAL OPERATIONS OF SYSTEMS AND PROCEDURES

H14.1.14 The Examiner shall select a mandatory minimum of 3 items from this section to be given to the candidate in a realistic scenario so that the candidate can demonstrate his ability to maintain control of the aircraft whist carrying out the appropriate drills as per the aircraft flight manual.

INSTRUMENT FLIGHT PROCEDURES (ACTUAL OR SIM IMC)

H14.1.15 The candidate remains responsible for the accurate and safe conduct of the flight irrespective of whether the aircraft is being manually flown or operated via autopilot, flight director and/or flight management system.

The autopilot may be used throughout, however for the manually flown precision approach, either the upper modes of the autopilot must be disconnected, or the autopilot degraded such that at least one axis has to be manually flown before intercepting the localiser and before outer marker. The limited panel exercises are also to be hand flown

Note: skill fade is starting to become evident and manual instrument flying should be included in the recurrent training/checking programme.

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

The items in section 5 must be flown solely by reference to instruments. The examiner must ensure therefore, that any method used to simulate instrument meteorological conditions (Screens, Foggles or Hood) is effective at denying the candidate external visual reference to the front and 60 degrees either side. The examiner's ability to lookout and clear the airspace must not be adversely restricted.

Where failure of instruments is required in a helicopter this should be simulated by covering the instruments or by switching off/dimming EFIS displays. For aircraft fitted with electromechanical instruments, standby instrument flight should be demonstrated; however for EFIS equipped aircraft it may be appropriate to assess

flight in composite/reversionary modes. Testing of unusual attitudes with simulated failure of main instruments is to be conducted in VMC. In a FSTD the failure should be initiated from the console and preferably should be insidious.

For the purposes of licensing tests/checks both approaches are to be pilot interpreted i.e. using cockpit navigation instruments such as VOR/ILS or NDB. If assessment is required of ground control approaches such as SRA or PAR, then this should be done so as an additional approach or as part of the OPC. Ideally, one approach should be procedural and the other radar vectored.

H14.1.16 Instrument take off: transition to instrument flight ASAP after becoming airborne
This should be achieved by 300' in a stable climb and at a briefed climb speed. Once the candidate has settled down then this should be followed shortly after by a simulated engine failure.

Full use of automatics and Lateral Navigation (LNAV) if fitted is permitted. Examiners are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may require some speed control or a change to ATC clearance that may require some reprogramming of the Flight Management System (FMS) might be appropriate.

H14.1.17 Holding Procedures
Although this exercise is not mandatory, periodical inclusion of an unplanned hold is strongly recommended. Automatics can be used and therefore value can be obtained by giving a last minute clearance into the hold or, if FMS is fitted, an early exit from the hold to see how the FMS is handled.

H14.1.18 ILS approach down to CAT1 DA/DH manually without flight director
Whenever possible, all checks should include a mix of radar-vectored and procedural instrument approaches.

- Precision Approach Flown Manually Without Flight Director.

While examiners will often choose to combine various test items for expediency, since this particular exercise is fairly demanding, it may be wise to avoid overloading the applicant in this way. A degraded coupled ILS also meets the requirement for a manual approach. The flight may be referenced to FD or raw as appropriate.

H14.1.19 ILS approach down to CAT1 DA/DH with coupled autopilot

Whist the manual OEI-one engine inoperative ILS is mandatory, this item is not but is probably regularly flown by the candidate for real. If this is not covered by OPC (as in the case of a private operation), examiners are to consider assessing a candidates use of the AP functionality in managing an automated ILS.

H14.1.20 Manual Precision Approach with one Engine Inoperative:

- The candidate should complete a safe approach manually with one engine inoperative to the briefed DA/DH. This culminates either to a landing or an OEI go-around.

H14.1.21 Non-Precision Approach to MDA/DH

This may be flown either automatically or manually. Provided that the use of LNAV has been approved, this may be used. The crew remain responsible for monitoring the radio aid(s) and ensuring the tracking remains within limits when flying this 'overlay' type of approach.

A Non-Directional Beacon (NDB) aural ident need not be continuously monitored during a Non-Precision Approach (NPA), on a non-Electronic Flight Instrument System (EFIS) equipped aircraft, if the needle or visual ident disappears from view or if the needle fails to a "parked" position when the signal is lost. However, if it is the company's policy to monitor NDB idents continuously, in all cases, pilots shall obey company SOPs.

Many NPAs are now are published as Continuous Descent Final Approaches (CDFA). This is recognised as the best way to optimise crew workload whist achieving a stabilised approach path. If this technique is used then crews must be trained and checked iaw the company OM Part D, and the examiner must establish which technique is to be used on the test/check.

An RNAV approach is quite acceptable as meeting the NPA requirement.

H14.1.22 Go around with all engines operating on reaching DA/DH or MDA/MDH

A safe go-around from published DA/DH or MDA/MDH. The correct go-around action shall be taken promptly to ensure minimum height loss.

Full use of the AP should be made including any ALT PRE/ALT AQUIRE functionality.

H14.1.23 IMC autorotation with power recovery

As with the VMC autorotation exercise, this must be thoroughly briefed before and again in flight. Both crew must be in no doubt as to what is expected for entry, descent and power recovery.

H14.1.24 Recovery from unusual attitudes

Safe and effective recovery from an UA is a significant skill that must be simulated carefully by the examiner and often best lead into by scenario. Consideration must be given to the type of operation conducted by the candidate and likely situations that may lead to a UA. For offshore operators a low level UA should be considered, either on rig approach in the simulator or by higher level entry in the aircraft but using a 'hard deck' for the simulated surface.

USE OF OPERATIONAL EQUIPMENT

Many aircraft are now fitted with TCAS2, TAWS, EVS etc and as such examiners should ensure that crews understand how these systems may interact when flying the assessed procedures as detailed above. E.g. An EGPWS glide slope warning during the manual ILS.

OTHER CONSIDERATIONS

The following are the same as to MPA

CRM – refer to 14.1.21

Facilitation – refer to 14.1.22

Radiotelephony – refer to 14.1.24

Situational Awareness – refer to 14.1.25

Jeopardy – Refer to 14.1.26

14.2 **APPENDIX 2** - PERFORMANCE CRITERIA

14.2.1 **The applicant shall demonstrate ability to**:

a) Operate the aeroplane/helicopter within its limitations.
b) Complete all manoeuvres with smoothness and accuracy.
c) Exercise good judgement and airmanship.
d) Apply aeronautical knowledge of procedures and regulations as currently applicable.
e) Maintain control of the aeroplane/helicopter at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt. The applicant's airmanship shall be assessed with each exercise and this shall include lookout, checks and drills, cockpit management, RTF and ATC liaison, fuel management, icing precautions, planning and use of airspace.
f) Manage the crew.
g) Maintain a general survey of the operation by appropriate supervision.
h) Set priorities and make decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.
i) Understand and apply crew co-ordination and incapacitation procedures.
j) Communicate effectively with other crewmembers.
k) The applicant shall demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.

14.2.2 **Tolerance** :

Altitude or Height

Normal Flight	± 100 ft
With simulated engine failure	± 100 ft
Starting go-around at decision altitude/height	+ 50 ft/-0 ft
LNAV/VNAV	+/- 75 ft
APV Baro final approach segment	+/- 75ft or as defined in the Aircraft Flight Manual[1]
Minimum descent altitude/height	+ 50 ft/-0 ft

Tracking

Precision approach	half scale deflection azimuth and glidepath
RNAV (GNSS) NPA and APV Baro approach	± half required navigation accuracy (RNP) except for brief overshoots when turning during the initial and intermediate segments when one times the navigation accuracy is permitted.
Other approaches	± 5°

Heading

All engines operating	± 5°
With simulated engine failure	± 10°

Speed

All engines (A)	± 5 kt
General (H)	+10 kt
Asymmetric (A)	+10/-5 kt
With simulated engine failure (H)	+10/-5 kt

Ground drift (H)

Take-off, hover in ground effect	± 3 kt
Landing (H)	± 2 kt
(With 0 feet rearward or lateral flight)	

14.2.3 **Further Guidance**:

Height Accuracy

The applicant need not be failed if an error of more than 100 ft occurs two or three times. However, the examiner should seriously consider awarding an individual fail if:

Height error of more than 200 ft occurs.

An error of 100 ft or more is uncorrected for an unreasonable period of time.

Approach minima

On a non-precision approach when constant descent profile is flown care shall be taken not to descend below MDH/MDA when a missed approach is being conducted.

RVR shall be checked against airfield minima prior to commencing an approach to land.

Tracking Accuracy

A failure should be awarded at any time during the test/check if there is an inability to settle within ±5° of the specified track or correcting track the wrong way and maintaining the error for an unreasonable period.

Speed accuracy

The 5 kt limit in climb, cruise and approach should be extended to 10 kt in the case of jet aircraft and an airspeed error of 15 kt at any time.

If the test/check is conducted in an aircraft, the examiner should make allowance for turbulent conditions.

Flight Manual limiting speeds and performance minimum speeds (e.g. V2) take precedence over the above tolerances.

14.3 **APPENDIX 3** - BRIEFING AND DEBRIEFING

14.3.1 **Briefing the Applicant**:

The applicant should be given time and facilities to prepare for the test flight. The briefing should cover the following:

a) Health and Safety briefing facilities adequate and exercise fully prepared.
b) The objective of the flight.
c) Licence/10 sector/LVO check, as necessary.
d) Freedom for the crew to ask questions.
e) Operating procedures to be followed (e.g. AFM/operator's manual/SOPs expeditious as if on an aircraft, use of checklists).
f) Weather assumptions (e.g. icing, cloud base, use of screens), Notices to Airmen (NOTAMs), chart check.
g) Operating capacity and roles of the applicant, the PNF and the examiner:
- Single-/multi-crew environment.
- PF/PNF (Pilot Monitoring (PM)) – Responsibility for the management of equipment and systems.
- PF/PNF – Adherence to ATC instructions/liaison.
- PF/PNF – Identification of radio navigation aids prior to their use.
- PF/PNF – Management of checklists – who calls for what.
- Examiner – ATC, operations, cabin crew and ground staff.

h) Contents of exercise to be performed. This should not be prescriptive, i.e. the order of events should not be given (except when testing in an aircraft).
i) Contents of exercise to be performed. This should not be prescriptive, i.e. the order of events should not be given (except when testing in an aircraft).
j) Agreed speed (e.g. V-speeds, use of SOP speeds, use of airspeed bugs).
k) Handling and use of automatics (e.g. bank angle/flight director, autopilot, automatics, FMS/TCAS, auto throttle, HUD, EVS).
l) Simulator differences and serviceability.*
m) Administrative procedures (e.g. weather brief, submission of flight plan and any slot restrictions).
n) Unplanned emergencies and handing of control.
o) Applicant understanding of brief.

*Until all simulators have realistic door-locking devices, it is essential that examiners brief the crews to use the same procedure as on the aircraft. Intercom should be used and the crews shall go through the unlocking routine, even if it is only touch drills.

The examiner should maintain the necessary level of communication with the applicant. The following points should be borne in mind by the examiner:

a) Involvement of examiner in a multi-pilot operating environment.
b) The need to give the applicant precise instructions.
c) The examiner's responsibility for safe conduct of the flight.
d) Intervention by the examiner, when necessary.
e) Use of screens.
f) Liaison with ATC and the need for concise, easily understood instructions.
g) Prompting the applicant regarding required sequence of events (e.g. following a go-around).
h) Keeping brief, factual and unobtrusive notes.

Note 1: Copies of all relevant BG CAA publications and instructions, company operations manuals, flight manuals, weather charts and appropriate route and approach charts should be available for use by the applicant before and during briefing.

Note 2: Some refresher training is encouraged prior to the LPC/OPC. This may be on a particular system, topic or profile. It could also be in response to an applicant's question concerning the check that is about to be undertaken. The training given should be of a generic nature in order to facilitate his understanding.

Note 3: Licence check

Examiners are required to check the applicant's licence. Tests/checks may only be carried out if the applicant presents a valid licence and medical certificate. The applicant shall have the type on his licence unless an LST is to be carried out.

14.3.2 **Debriefing the Applicant**:

The examiner should conduct a fair and unbiased debriefing of the applicant based on identifiable factual items. The aim is to achieve a balance between friendliness and firmness.

a) The examiner should *not* start the debriefing by asking the applicant any questions unless they directly affect the result.

b) State overall result:
- PASS. If the result is a pass then use facilitative techniques to get the crew to analyse why the flight went so well, in order to promote positive procedures or to analyse any areas of improvement.
- FAIL or PARTIAL. Continue as detailed below.

c) Debrief reasons for failure in descending order of severity (not normally in chronological order and with short, sharp, factual statements not open to dispute – do not discuss any minor criticisms at this stage).

d) State retest requirements.

e) State effect on privileges.

f) Retraining requirements.

g) Comments on the whole flight, good and bad (including repeated items as they will be recorded on company paperwork). Use as opportunity for training input. Include analysis of trends and CRM assessment. Facilitative techniques are positively encouraged in this area of the debriefing.

14.3.3 Handy Tips

a) During test/check, note everything that may be significant as it occurs.

b) Decide on assessment and re-test requirements (subject to any questions) and plan the debrief, in particular decide what you are going to say.

c) Dos and Don'ts for debriefing:

Do:	Don't:
Be factual and quantitative.	Ask the applicant to assess himself.
Be fair (give praise when deserved).	Be vague.
Be constructive (how to avoid or correct).	Be emotive (avoid aggression, irritability, sarcasm).
Be prepared to concede (graciously!).	Be apologetic.
Encourage self-analysis (but not self-assessment).	Nitpick.
Consider situational awareness, RTF discipline, trends and CRM.	Personalise.
Include all fail points.	Exaggerate.
Listen.	Ramble.
	Debrief items you are unsure of.
	Impose your own SOPs.
	Undermine Company SOPs.

d) The test/check report shall exactly reflect the debriefing.

14.4 **APPENDIX 4** - ADDITIONAL INFORMATION FOR AOC HOLDERS

14.4.1 AOC Operators are required to give additional recurrent training and checking as specified in EU-OPS subpart N. The mandatory items for the OPC or Base Checks are very similar to those of the LPC and it is usual to combine the checks as an OPC/LPC or Base Check/LPC. EU-OPS does not give specific guidance on the conduct of recurrent checks and the standards that should be required. However, both require the flight crewmember to demonstrate competence in carrying out normal, abnormal and emergency procedures. If the crewmember is to be qualified to operate under Instrument Flight Rules (IFR), the tests are required to be conducted in IMC. Whilst an operator may wish to set higher standards for recurrent checking, it is unlikely that "competence" could be demonstrated at a lesser standard than those detailed for licence purposes in this Handbook (Standard Doc1). Hence it is expected that the limits, general guidance, assessment system, including repeat and re-test requirements described in this Document, should be applied to the conduct of OPCs and Base Checks.

14.4.2 AOC Operators should specify their company requirements for recurrent checking in their Operations Manual Part D (Training), for acceptance by their assigned FOI. Reference may be made to the Examiners Handbook (Standard Doc 1) if these standards are to be applied.

14.4.3 AOC Operators should define clearly in their Operations Manual Part D what action is to be followed in the event of a failure to pass an OPC or Base Check. It is recommended there should be a clear statement that the flight crewmember may not thereafter act as a crewmember on commercial air transport or public transport flights until an OPC or Base Check is passed.

14.4.4 Recurrent training and checking is intended to ensure a competent standard for all aspects of a particular company's operation. Hence the Operations Manual Part D should specify the required training frequency of rarely used items pertinent to the company route structure, such as a Surveillance Radar Element (SRE) approach. It should also ensure compliance with SOPs, particularly in an emergency. For example, unlike the LPC, which is set to check manual flying skills, the OPC should be used to provide guidance and practice, and encourage appropriate use of automatics.

14.4.5 EU-OPS 1.965(b)(1)(iii) states "*Each flight crew member undergoes operator proficiency checks as part of a normal flight crew complement*". Thus, in general, when an OPC is to be conducted in a simulator, a captain and a co-pilot should normally be programmed, even when only one of the pilots is under check.

14.4.6 It is recognised, however, that there are some circumstances in which it may be reasonable for an OPC to be crewed by two co-pilots. The most obvious example is an operator whose route structure requires the carriage of in-flight relief crew, resulting in a significant numerical imbalance between captains and co-pilots. In this case the operator's Training Manual shall contain clear policy and instructions with regard to the conduct of OPCs with paired co-pilots.

14.4.7 These should include the following:

a) The overall incidence should be limited by the numerical excess of co-pilots.
b) A pilot's handling skills shall only be assessed in the correct seat.
c) The check shall be conducted in strict compliance with SOPs (this will usually mean that recurrent training and checking of Low Visibility Procedures Operations, for example, shall be done twice, as they are seat-specific).
d) A limit to the frequency with which an individual co-pilot may be checked with another co-pilot. This shall be agreed with operator's assigned FOI.

14.4.8 It is also accepted that, in the event of a short-notice sickness absence, it would be both unreasonable and impractical to cancel the other pilot's check if a stand-in pilot were available.

14.4.9 OPC - **Operator Proficiency Checks**:

a) Applicability

Examiners located within BG CAA approved ATOs with centres located inside or outside member states;

Examiners located within ATO's approved by EU member states with centres located inside or outside member states;

Examiners located within EASA approved third country ATOs with centres located inside or outside member states;

Examiners who are not active in commercial air transport operations.

Part-ORO.FC.145 specifies the requirements for recurrent training and checking for companies involved in commercial air transport operations. The Operator Proficiency Checks (OPCs) shall be conducted by examiners qualified in accordance with Part-FCL.

b) An Examiner wishing to conduct OPC's shall;
   i. Hold a valid EASA SFE or TRE certificate; and
   ii. Have no restrictions on conducting Part-OPS training and checking; and
   iii. Hold a valid LPC or LST and a valid Air Operator's Certificate (AOC) operator's OPC on the relevant type.

Note: *The operator referred to above need not be the operator for whom they are conducting the check but will be subject to the operator's own internal requirements and comply with any requirements required by Part-ORO or Part-OPS.)*

14.4.10 **AOC Operators' Actions When Using 3rd Party Examiners**:

a) The AOC operator shall be responsible for ensuring that examiners authorised to conduct their OPCs hold a valid OPC with an AOC operator. This OPC 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 an examiner.

b) The activity shall be subject to the scrutiny of the AOC Operator's management system to ensure compliance with their standards. This scrutiny should include periodic observations of the conduct of OPCs by the third party examiners, and arrangements for ensuring each has been briefed, is in possession of, and has an adequate working knowledge of, the current Operations Manual (OM) Part D.

c) The BG AOC operator will present to their assigned inspector a programme that will need to include, as a minimum, the following:
   i. In accordance with the requirements of EU-OPS 1.037 and 1.175 the AOC operator will nominate and train qualified staff (known as nominated representatives) to visit each TRTO centre and brief the Head of Training nominated on the TRTO Approval and Senior Examiners 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.
   ii. The AOC operator will ensure that all necessary operations manuals, Standard Operating Procedures (SOPs) and documentation are supplied and appropriate training given to the nominated Senior Examiners at the TRTO for onward transmission to the nominated examiners to discharge their responsibilities. The AOC operator will ensure that the documentation

provided is updated and controlled in accordance with their current update processes.

iii. The 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 TRE) to ensure that the standards achieved meet with their requirements. This audit function should ideally be conducted by an AOC company examiner. In the absence of a AOC company examiner the AOC nominated representative will observe the check/test and report in accordance with the AOC operators process.

iv. To ensure that the process is constantly monitored, the 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 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 AOC operator's Quality System.

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

e) The AOC operator must ensure that the examiner briefing covers the following areas:

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

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

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

iv. 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.

v. 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).

e) 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 AOC operator's staff. It is envisaged the following staff would be appropriately qualified for such a purpose. If the AOC operator employees a pilot qualified as in paragraph i) below then they would conduct the observation, if they only employed a pilot qualified at paragraph ii) below then that would be the method and so on... If the AOC operator does not employ any instructors or examiners then the Postholder for Training shall observe the OPC being conducted to ensure standardisation.

i. AOC operator employed SFE/TRE/SFI/TRI on the type of aircraft the check is being carried out on (this requires full AOC operator procedure knowledge as a current operating pilot).

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

iii. SFE/TRE/TRI/SFI on a similar type of aircraft (this requires full AOC operator procedure knowledge as a current operating pilot).

iv. 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.

14.5 **APPENDIX 5** - AUTHORISATION AND DISCIPLINARY ACTION

14.5.1 The CAA requires to be satisfied that a person is fit and qualified to conduct any specified examinations or tests before authorising them to do so. In considering whether it is or remains satisfied that a person is fit and qualified to act as an authorised examiner, the CAA will consider the matters set out below. If the CAA ceases to be so satisfied about an authorised examiner, it will take appropriate action.

14.5.2 Requirements for the CAA to be satisfied that a person is fit and qualified to be authorised as an examiner include:

a) Demonstrate compliance with the Rules of The Air Regulations, EU-OPS, Part-FCL and good aviation practice in respect of their own flight operations.
b) Have licences and ratings as required for the exercise of their examining privileges.
c) Agree to comply with standardisation and currency requirements as determined by the CAA.
d) Agree to keep records of flight tests and make them available for inspection when required by the CAA.
e) Be of good character and have integrity.
f) Conduct tests impartially and without fear or favour in accordance with the procedures and standards for testing as determined by the CAA.
g) Only sign authorisations or licence pages if they have ensured that the applicant has met all the requirements.

Examiners have a vital role in the regulation of flight standards and promotion of Flight Safety by conducting flight tests and/or ground examinations for ratings and licences.

It is essential that examiners have the trust and respect of the CAA, the applicants for tests, and the aviation community in general.

14.5.3 Disciplinary action

If it becomes apparent that an examiner is failing to achieve the standards expected of him, the CAA will take appropriate steps to rectify the situation. Among the courses of action available are the following:

a) Interview.

b) Formal Warning.

c) Requirement for re-training and/or re-testing of examiner skills.

d) Suspension of Examiner Certificate.

e) Revocation of Examiner Certificate.

The particular course of disciplinary action will depend on the circumstances of the individual case. Head of Operational Standards and Licencing Department in consultation with the CAA Aviation Safety Director may mandate remedial action such as retraining/testing, an interview or a formal warning. A certificate may be suspended until such remedial action is completed.

14.6 **APPENDIX 6** - LST/LPC FORM COMPLETION

D	Manoeuvres/Procedures (including Multi Crew Cooperation)	OTD	FTD	FS	A	INSTRUCTOR'S INITIALS WHEN TRAINING COMPLETED	Type-Rating Skill Test/Prof. Check: CHKD IN FS / A	ATTEMPT (1 OR 2)	EXAMINER'S INITIALS WHEN TEST COMPLETED
	Section 1. FLIGHT PREPARATION								

Circle is the entire test/check was conducted on FS or A

All entries shall be made with Blue or Black ball pen. Initials shall be followed by Date/Month only

1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P			→		M	1	M.T. 02/10

Name to appear in full at least once if handing over to another examiner

1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P			→		M (FS)	1	M.Topalov 02/10

If some items were conducted on FS and others on A or H indicate in each individual box

Not yet attempted

1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P			→		M (A)		

First attempt FAIL and second attempt not initiated

1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P			→		M	2	

Second attempt PASS

1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P			→		M	2	M.T. 02/10

Second attempt FAIL

1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P			→		M	2	FAIL

No requirement for initial or date

When a skill test is performed examiners should check that all the practical training has been completed within the previous six months

Example 1

D	Manoeuvres/Procedures (including Multi Crew Cooperation)						Type-Rating Skill Test/Prof. Check		
		OTD	FTD	FS	A	INSTRUCTOR'S INITIALS WHEN TRAINING COMPLETED	CHKD IN FS A	ATTEMPT (1 OR 2)	EXAMINER'S INITIALS WHEN TEST COMPLETED
Section 1. FLIGHT PREPARATION									
1.3 Cockpit inspection			**P**			P.G 03/04		1	M.T. 05/10
1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies		**P**				P.G 03/04	**M**	2	M.T. 05/10
1.5 Taxiing in compliance with air traffic control or instructions of instructor				**P**		P.G 03/04			
1.6 Before take-off checks			**P**			A,B. 05/06	**M**	2	M.T. 05/10
Section 2. TAKE-OFF									
2.1 Normal take-offs with different flap settings, including expedited take off				**P**		A.B 05/06		1	M.T. 05/10
2.2 *Instrument take off; transition to instrument flight is required during rotation or immediately after becoming airborne				**P**		A.B. 05/06		2	M.T. 05/10
2.3 Cross wind take off (if practicable)				**P**		P.G 03/04		2	M.T. 05/10
2.4 Take-off at maximum take off mass (actual or simulated maximum take-off mass)				**P**		P.G 03/04		2	M.T. 05/10

The above example shows extract from CAA LST/LPC EA FORM 03. If all not shown items have been passed, it shows that the candidate has achieved a partial pass on his first attempt (only 5 items failed), and the same examiner re-tested the failed items.

Example 2

D	Manoeuvres/Procedures (including Multi Crew Cooperation)						Type-Rating Skill Test/Prof. Check		
		OTD	FTD	FS	A	INSTRUCTOR'S INITIALS WHEN TRAINING COMPLETED	CHKD IN FS A	ATTEMPT (1 OR 2)	EXAMINER'S INITIALS WHEN TEST COMPLETED
Section 1. FLIGHT PREPARATION									
	1.3 Cockpit inspection		P			P.G 03/04		1	M.T. 05/10
	1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P	-----	-----	->	P.G 03/04	M	1	M.T. 05/10
	1.5 Taxiing in compliance with air traffic control or instructions of instructor			P	->	P.G 03/04			
	1.6 Before take-off checks		P	-----	->	A.B 05/06	M	1	M.T. 05/10
Section 2. TAKE-OFF									
	2.1 Normal take-offs with different flap settings, including expedited take off			P	->	A.B 05/06		1	M.T. 05/10
	2.2 *Instrument take off; transition to instrument flight is required during rotation or immediately after becoming airborne			P	->	A.B.. 05/06		2	
	2.3 Cross wind take off (if practicable)			P	->	A.B. 03/04		1	M.T. 05/10
	2.4 Take-off at maximum take off mass (actual or simulated maximum take-off mass)			P	->	A.B. 03/04		1	M.T. 05/10

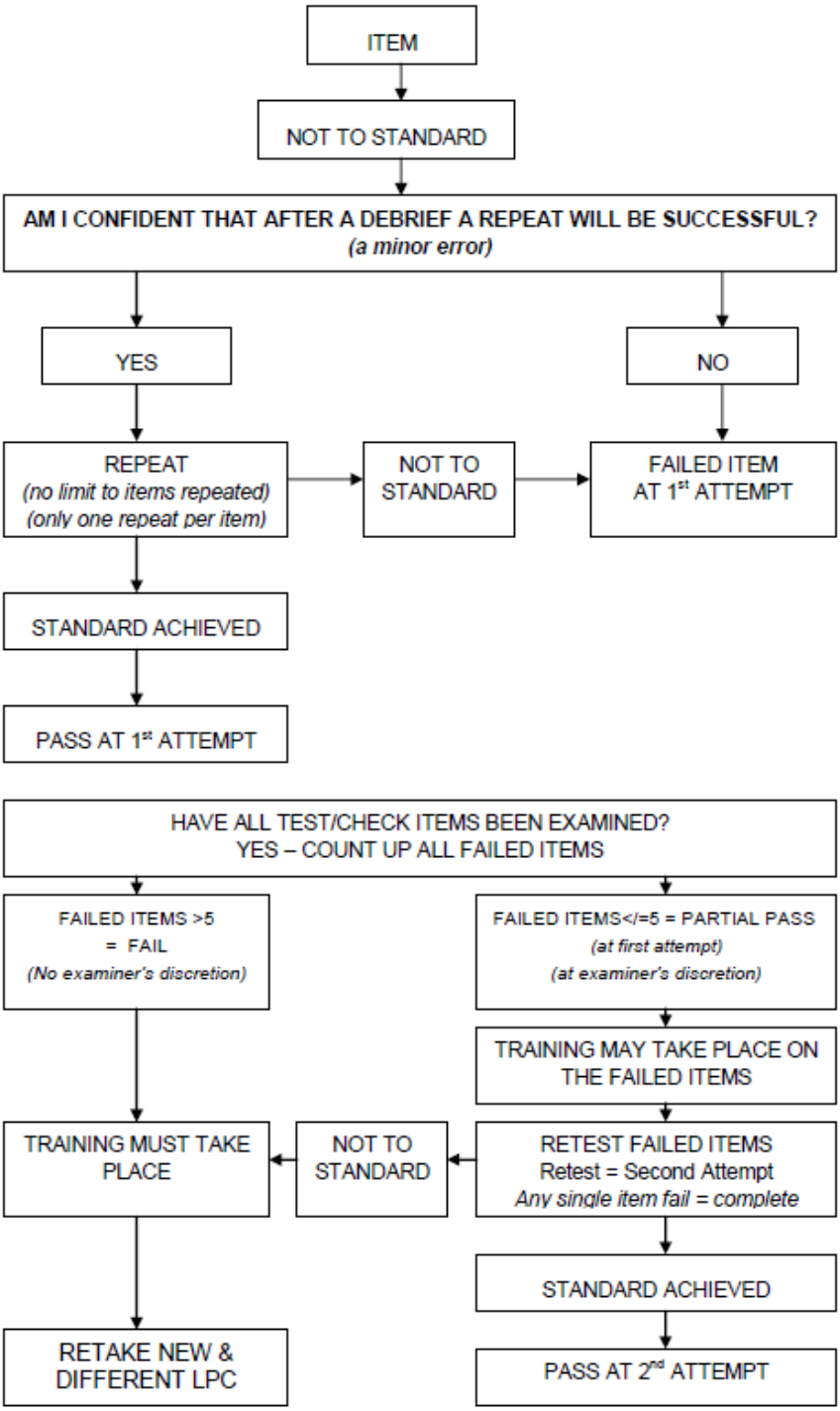
This example shows that the candidate has achieved a partial pass so far. The examiner either had no time, or additional training was required before the second attempt of item 2.2. Therefore test is going to be handed over another Examiner.

Example 3

D	Manoeuvres/Procedures (including Multi Crew Cooperation)						Type-Rating Skill Test/Prof. Check		
		OTD	FTD	FS	A	INSTRUCTOR'S INITIALS WHEN TRAINING COMPLETED	CHKD IN FS A	ATTEMPT (1 OR 2)	EXAMINER'S INITIALS WHEN TEST COMPLETED
Section 1. FLIGHT PREPARATION									
	1.3 Cockpit inspection		P			P.G 03/04		1	M.T. 05/10
	1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P	-----	-----	->	P.G 03/04	M	2	M.T. 05/10
	1.5 Taxiing in compliance with air traffic control or instructions of instructor			P	->	P.G 03/04			
	1.6 Before take-off checks		P	-----	->	A.B. 05/06	M	1	M.T. 05/10
Section 2. TAKE-OFF									
	2.1 Normal take-offs with different flap settings, including expedited take off			P	->	A.B 05/06		1	M.T. 05/10
	2.2 *Instrument take off; transition to instrument flight is required during rotation or immediately after becoming airborne			P	->	A.B 05/06		2	FAIL
	2.3 Cross wind take off (if practicable)			P	->	P.G 03/04		1	M.T. 05/10
	2.4 Take-off at maximum take off mass (actual or simulated maximum take-off mass)			P	->	P.G 03/04		2	M.T. 05/10

This example shows that there was a fail at the second attempt (item 2.2). This indicates that a complete re-test of the skill test is required following mandatory retraining.

14.7 **APPENDIX 7** - PASS / REPEAT / FAIL FLOW DIAGRAM



14.8 **APPENDIX 8** – EXAMINERS ENTRIES IN BULGARIAN JAA/EASA LICENSE

14.8.1 License entries by Examiners are allowed only in section XII of Bulgarian JAA/EASA license.

14.8.2 Entries in this section should only be made by Examiners in case of:

a) Type Rating Revalidation through LPC
b) TRI, SFI Revalidation through AoC

14.8.3 Entries in relation to Type Rating, TRI or SFI revalidations should be made in format as shown in the following examples:

Example 1 – Type Rating Entry

XII. Квалификации за презаверка / *Ratings to be ravalidated*				
Квалификационен клас *Rating*	Проверка-дата *Date of test*	Валидно до *Valid until*	Номер на разрешение на проверяващия *Examiners authorisation No*	Подпис на проверяващия *Examiners signature*
A320/IR	21/01/2012	31/01/2013	BG TRE 1720	Signature
A320/IR	05/11/2013	31/01/2014	PL TRE 6138	Signature

Note1: After Type Rating Revalidation and Renewal entries the Examiner should always add Instrument Rating entry, regardless if this endorsement is done on ATPL or CPL.

Note2: Pilot function - PIC or SIC should NOT be mentioned after the rating entry.

Note3: Examiners are allowed to make only Revalidation and Renewal type rating entries in the pilot's license. Initial type rating endorsement shall only be made by the CAA.

Example 2 – TRI/SFI revalidation

XII. Квалификации за презаверка / *Ratings to be ravalidated*				
Квалификационен клас *Rating*	Проверка-дата *Date of test*	Валидно до *Valid until*	Номер на разрешение на проверяващия *Examiners authorisation No*	Подпис на проверяващия *Examiners signature*
TRI A 320	21/01/2010	30/04/2013	BG TRE 1720	Signature
TRI A 320	05/10/2012	30/04/2016	BG TRE 1538	Signature

TRI revalidation endorsements is quite normal not to be consecutive, but split by many type rating revalidation entries. Ensure correct reference to previous entry and validity date, before making new entry and extending validity.

Note1: AoC - Assessment of Competence for revalidation of TRI/SFI should only be conducted by Examiners authorised by CAA in accordance with PART-FCL 1005 (a)(5).

Note2: TRI/SFI rating endorsements shall only be made by Examiners if the AoC is conducted for TRI/SFI rating revalidation. All initial or renewal endorsements shall be made by the CAA.

Note3: All TRI/SFI revalidations endorsements on the basis of experience or refresher training made in accordance PART-FCL.940 (a)(1)(i)(ii), shall only be made by the CAA.

14.9 **APPENDIX 9** – CAA FORMS

CAA forms related to Examiners and referred to in this document are presented in this appendix in the following order:

FORM	DESCRIPTION
CAA TRE/SFE EA FORM 001 / Issue2	Application for EAoC - Examiner Assessment of Competence
CAA TRE/SFE EA FORM 002 / Issue2	EAoC - Examiner Assessment of Competence Test
CAA LST/LPC (A) FORM 003 / Issue 2	LST/LPC – Aeroplanes
CAA LST/LPC (H) FORM 004 / Issue 2	LST/LPC – Helicopters
CAA TRE/SFE EA FORM 005 / Issue 2	Failure / Partial Pass Notification form
CAA TRE/SFE EA FORM 006 / Issue 2	Examiner's Check Return Form

CIVIL AVIATION AUTHORITY APPLICATION FOR EXAMINER AOC (ASSESSMENT OF COMPETENCE)	

The Requirements for an Examiner Authorisation are in accordance with PART-FCL

SECTION 1 - NOMINEE DETAILS

Name: (in Block Capitals)	
Date of Birth:	Licence №:
Address:	
Tel:	Email:

SECTION 2 - APPLICATION

I am applying for:	Tick as appropriate
Initial issue of Examiner Certificate	☐
Revalidation of Examiner Certificate	☐
Renewal of Examiner Certificate	☐

SECTION 3 - AUTHORISATION REQUIRED

Type of Authorisation		Aeroplanes		Helicopters	
Aeroplanes Type		Period requested			

SECTION 4 – EXAMINER STANDARISATION / REFRESHER COURSE
(Following CAA Evaluation - Course Completion Certificate should be attached)

Organisation conducting the training:	
Course start date:	Finish Date:
AoC date:	Location:
Timing:	Simulator:

SECTION 5 - NOMINEE FLYING EXPERIENCE

Instructor Rating held:	How long been held:
Examiner Authorisation held:	Name of issuing authority(s):
Total flying hours:	PIC Flying hours on type:

SECTION 6 – DECLARATION

Nominee:
I certify that the above statements are correct and agree to being nominated as an Authorised TRE/SFE for the ……..(Aircraft type)

Signature: /	Date:

FOR OFFICIAL USE

Assessment Date:	Pass:	Fail:
Inspector's Name:		
Signature:		Date:

CIVIL AVIATION AUTHORITY	
EXAMINER ASSESSMENT OF COMPETENCE TEST	

1. NOMINEE DETAILS	
Name: (in Block Capitals)	
Date of Birth:	Licence Type and №:
Address:	
Tel:	Email:

2. EXAMINER ASSESSMENT OF COMPETENCE TEST FOR										
Authorisation	☐	Revalidation	☐	Renewal	☐	Additional type	☐	Date of test		
TRE	☐	SFE	☐	Aeroplane type		Helicopter type				
Name of Flight Crew Member(s):				Licence no:						
				Licence no:						

3. EVALUATION OF EXAMINER — TO BE COMPLETED BY CAA INSPECTOR OR SENIOR EXAMINER	Accepted	Not Accepted
Training / PC planning		
Briefing to flight crew		
Briefing for simulator escape and emergency procedures		
Briefing for simulator differences		
Assessment of Simulator condition / Defects/ Authority approvals		
Examiner adherence to session schedule (timeframe / deviation)		
Recovering of failures and mistakes made by the pilot / crew team		
Examiner fairness, calmness, leadership and CRM		
Management of the session		
Management of documentation		
Assessment of the performance of the flight crew on test/check		
Conduct of de-briefing		
Knowledge of instructions/regulations/requirements		
Recent experience as instructor/examiner		

4. CAA INSPECTOR OR SENIOR EXAMINER CONCLUSION	PASS*	FAIL*
On the basis of my AoC test result candidate Examiner Certificate <u>can*</u> / <u>cannot</u>* be:		

Issued	☐	Renewed	☐	Revalidated	☐

Name Senior Examiner:	Authorisation №:
Date:	Signature:
Applicant, Signature:	

5. CAA INSPECTOR OR SENIOR EXAMINER REMARK

CIVIL AVIATION ADMINISTRATION – REPUBLIC OF BULGARIA

APPLICATION and REPORT FORM FOR ATPL/TYPE RATING/TRAINING/SKILL TEST AND PROFICIENCY CHECK ON MULTI-PILOT AEROPLANES

A	**APPLICANT'S DETAILS AND CERTIFICATION:**			
NAME			RANK	
EMPLOYER	TYPE OF LICENCE		LICENCE NUMBER	
DATE (DD/MM/YYYY)	**I CERTIFY THAT I MEET ALL REQUIREMENTS FOR THE LICENCE OR RATING FOR WHICH I AM APPLYING.**	(FOR **TYPE RATING** INSERT A/C TYPE AND CAPACITY)		(FOR **ATPL** TICK BELOW)
APPLICANT"S SIGNATURE		**ISSUE**	**REVALIDATION**	**RENEWAL**

B	**THEORETICAL INSTRUCTIONS:**		
FROM:	TO:	MARK (PASS MARK 75%)	TRAINING CENTER
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	INSTRUCTOR'S LICENCE NUMBER	DATE (DD/MMM/YYYY)

C	**(TRI)/(SFI) RECOMMENDATIONS:** I CONSIDER THE ABOVE APPLICANT READY FOR THE SKILL TEST FOR WHICH HE IS APPLYING.		
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	INSTRUCTOR'S LICENCE NUMBER	DATE (DD/MMM/YYYY)

D	**Manoeuvres/Procedures (including Multi Crew Cooperation)**					**Type-Rating Skill Test/Prof. Check**		
	OTD	FTD	FS	A	INSTRUCTOR'S INITIALS WHEN TRAINING COMPLETED	CHKD IN FS A	ATTEMPT (1 OR 2)	EXAMINER'S INITIALS WHEN TEST COMPLETED
Section 1. FLIGHT PREPARATION								
1.1 Performance calculation	P						†	†
1.2 Aeroplane ext. Visual inspect.; location of each item and purpose of inspection	P#			P			†	†
1.3 Cockpit inspection		P					†	†
1.4 Use of checklist prior to starting engines, starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P - - - - - - >					M	†	†
1.5 Taxiing in compliance with air traffic control or instructions of instructor			P- - >				†	†
1.6 Before take-off checks		P - - - - >				M	†	†
Section 2. TAKE-OFF								
2.1 Normal take-offs with different flap settings, including expedited take off			P- - >				†	†
2.2 *Instrument take off; transition to instrument flight is required during rotation or immediately after becoming airborne			P- - >				†	†
2.3 Cross wind take off (if practicable)			P- - >				†	†
2.4 Take-off at maximum take off mass (actual or simulated maximum take-off mass)			P- - >				†	†
2.5 Take-offs with simulated engine failure			P- - >				†	†
2.5.1 * shortly after reaching V2			P- - >				†	†
2.5.2 between V1 and V2			P	X		M FS only	†	†
2.6 Rejected take-off at a reasonable speed before reaching V1.			P- - >	X		M	†	†
Section 3. FLIGHT MANOEUVRES AND PROCEDURES								
3.1 Turns with and without spoilers		P- - >					†	†
3.2 Tuck under and Mach buffets after reaching the critical Mach number, and other specific flight characteristics of the Aeroplane(e.g. Dutch Roll)		P - - >		X			†	†
3.3 Normal operation of systems and controls engineer's panel	P - - - - - - >						†	†
3.4 Normal and abnormal operations of following systems:						A minimum of 3 (abnormal) shall be selected from 3.4 0 to 3.4.14 inclusive.		
3.4.0 Engine (if necessary propeller)	P - - - - - - >						†	†
3.4.1 Pressurisation and air-conditioning	P - - - - - - >						†	†
3.4.2 Pitot / static system	P - - - - - - >						†	†
3.4.3 Fuel system	P - - - - - - >						†	†
3.4.4 Electrical system	P - - - - - - >							

3.4.5 Hydraulic system	P							
3.4.6 Flight control and Trim -system	P						†	†
3.4.7 Anti- and de-icing system, Glare shield heating	P					.		†
3.4.8 Autopilot / flight director	P						†	†
3.4.9 Stall warning devices or stall avoidance devices, and stability augmentation devices	P						†	†
3.4.10 Ground proximity warning system, weather radar, radio altimeter, transponder		P					†	†
3.4.11 Radios, navigation equipment, instruments, flight management system	P						†	†
3.4.12 Landing gear and brake	P						†	†
3.4.13 Slat and flap system	P						†	†
3.4.14 Auxiliary power unit	P						†	†
3.6 Abnormal and emergency procedures:						A minimum of 3 items shall be selected from 3.6.1 to 3.6.8 inclusive.		
3.6.1 Fire drills e.g. engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation		P					†	†
3.6.2 Smoke control and removal		P					†	†
3.6.3 Engine failures, shut down and restart at a safe height		P					†	†
3.6.4 Fuel dumping (simulated)		P					†	†
3.6.5 Windshear at take off and landing			P	X		FS only	†	†
3.6.6 Simulated cabin pressure failure / emergency descent			P				†	†
3.6.7 Incapacitation of flight crew member		P					†	†
3.6.8 Other emergency procedures as outlined in the appropriate Aeroplane Flight Manual		P					†	†
3.6.9 ACAS event	P					FS only	†	†
3.7 Steep turns with 45^0 bank, 180^0 to 360^0 left and right		P					†	†
3.8 Early recognition and counter measures on approaching stall (up to action of stall warning devices) in take-off configuration (flaps in take-off position), in cruising flight configuration and in landing configuration (flaps in landing position, gear extended)			P				†	†
3.8.1 Recovery from full stall or after activation of stall warning device in climb, cruise and approach configuration			P	X			†	†
3.9 Instrument flight procedures								
3.9.1 * Adherence to departure and arrival routes and ATC instructions		P				M	†	†
3.9.2 * Holding procedures		P					†	†
3.9.3 * ILS approaches down to a decision height (DH) not less than 60 m (200 ft)							†	†
3.9.3.1 * Manually, without flight director			P			M Skill Test Only	†	†
3.9.3.2 * Manually, with flight director			P				†	†
3.9.3.3 * With autopilot			P				†	†
3.9.3.4 Manually, with one engine simulated inoperative (engine failure has to be simulated during final approach from before passing the outer marker (OM) until touchdown or through the complete missed approach procedure).			P			M	†	†
3.9.4 NDB or VOR / LOC or RNAV – approach down to the MDH / A			P			M	†	†
3.9.5 Circling approach under following conditions: (a) * approach to the authorized minimum circling approach altitude at the aerodrome in question in accordance with the local instrument approach facilities in simulated instrument flight conditions; followed by: (b) circling approach to another runway at least 90° off centreline from final approach used in item a), at the authorised minimum circling approach altitude; Remark: if a) and b) are not possible due to ATC reasons a simulated low visibility pattern may be performed			P				†	†
Section 4. MISSED APPROACH PROCEDURES								
4.1 Go-around with all engines operating after an ILS approach on reaching decision height			P*				†	†
4.2 Other missed approach procedures			P*				†	†
4.3* Go – around with one engine simulated inoperative after an ILS approach on reaching DH (see also 3.9.3.4).			P*			M	†	†
4.4 Reject landing at 15 m (50 ft) above runway threshold and go-around			P				†	†

Section 5. LANDINGS								
5.1 Normal landings also after an ILS approach with transition to visual flight on reaching DH			P				†	†
5.2 Landing with simulated jammed horizontal stabilizer in any out-of-trim position			P	X			†	†
5.3 Cross wind landings (a/c, if practicable)			P	->			†	†
5.4 Traffic pattern and landing without extended flaps and slats.			P	->			†	†
5.5 Landing with critical engine simulated inoperative			P	->		M	†	†
5.6 Landing with two engines simulated inoperative (Not 2 eng. Aircraft) Aeroplanes three engines - centre engine & one outboard engine Aeroplanes four engines - two engines at one side			P	X		M FS Skill Test Only	†	†

Section 6. ADDITIONAL AUTHORISATION ON A TYPE RATING FOR INSTRUMENT APPROACHES DOWN TO A DECISION HEIGHT OF LESS THAN 60 m (200 ft) (CAT II/III)								
The following manoeuvres and procedures are the minimum training requirements to permit instrument approaches down to a DH of less than 60 m (200 ft). During the following instrument approaches and missed approach procedures all aeroplane equipment required for type certification of instrument approaches down to a DH of less than 60 m (200 ft) shall be used 6.1* Rejected take-off with minimum authorised RVR.			P*	-> X		M	†	†
6.2* ILS approach In simulated instrument flight conditions down to the applicable DH, using flight guidance system. Standard procedures of crew coordination (task sharing, call out procedures, mutual surveillance, information exchange and support) shall be observed.			P	->		M	†	†
6.3* Go Around after approaches as indicated in 6.2 on reaching DH. The training also shall include a go around due to (simulated) insufficient RVR, wind shear, aeroplane deviation in excess of approach limits for a successful approach, and ground/airborne equipment failure prior to reaching DH and, go-around with simulated airborne equipment failure			P	->		M*	†	†
6.4* Landing(s) with visual reference established at DH following an instrument approach. Depending on the specific flight guidance system, an automatic landing shall be performed			P	->		M	†	†

E	EXAMINERS REPORT	I have found the applicant experience and instruction to comply with Annex I to Part FCL. ☐ I confirm that all the required maneuvers and exercises have been completed. ☐ I confirm that the applicant's theoretical knowledge has been confirmed by verbal examination (where applicable). ☐			
	RESULT OF TEST:	**PASSED***	EXAMINER'S SIGNATURE	**FAILED***	EXAMINER'S SIGNATURE
SIM or SIM LOCATION / AIRCRAFT REGISTRATION:		*** EXAMINER TO SIGN NEXT TO PASSED OR FAILED AS APPLICABLE**		MCFN issued (Copy Attached)	
START:	END:	TOTAL TIME:			
EXAMINER'S NAME		EXAMINER'S AUTHORISATION		DATE (DD/MM/YYYY).	
Note:	**TRE/TRI shall refer to PART-FCL as applicable for more details.**	**Regulation Requirements column, (M) mandatory, (X) not authorised on Aircraft, (*) required for Instrument Rating.**			

CIVIL AVIATION ADMINISTRATION – REPUBLIC OF BULGARIA

APPLICATION and REPORT FORM FOR SKILL TEST AND PROFICIENCY CHECK ON MULTI-PILOT HELICOPTER TYPE RATINGS AND ATPL, INCLUDING PROFICIENCY CHECK FOR THE IR

A APPLICANT'S DETAILS AND CERTIFICATION:

NAME		RANK
EMPLOYER	TYPE OF LICENCE	LICENCE NUMBER

DATE (DD/MM/YYYY)	**I CERTIFY THAT I MEET ALL REQUIREMENTS FOR THE LICENCE OR RATING FOR WHICH I AM APPLYING.**	(FOR **TYPE RATING** INSERT A/C TYPE AND CAPACITY)	(FOR **ATPL** TICK BELOW)

APPLICANT"S SIGNATURE	**ISSUE**	**REVALIDATION**	**RENEWAL**

B THEORETICAL INSTRUCTIONS:

FROM:	TO:	MARK (PASS MARK 75%)	TRAINING CENTER
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	INSTRUCTOR'S LICENCE NUMBER	DATE (DD/MMM/YYYY)

C (TRI)/(SFI) RECOMMENDATIONS: I CONSIDER THE ABOVE APPLICANT READY FOR THE SKILL TEST FOR WHICH HE IS APPLYING

INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	INSTRUCTOR'S LICENCE NUMBER	DATE (DD/MMM/YYYY)

D Manoeuvres/Procedures (including Multi Crew Cooperation)

Manoeuvres/Procedures (including Multi Crew Cooperation)	FTD	FS	H	INSTRUCTOR'S INITIALS WHEN TRAINING COMPLETED	ATPL/Type-Rating Skill Test/ Prof. Check: CHKD IN FS A	ATTEMPT (1 OR 2)	EXAMINER'S INITIALS WHEN TEST COMPLETED
Section 1. FLIGHT PREPARATION							
1.1 Helicopter ext. Visual inspect.; location of each item and purpose of inspection			P		M	†	†
1.2 Cockpit inspection		P	→		M	†	†
1.3 Starting procedure, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P	→			M	†	†
1.4 Taxiing/air taxiing in compliance with air traffic control or instructions of instructor		P	→		M	†	†
1.5 Before take-off procedure and checks	P	→			M	†	†
Section 2. FLIGHT MANOEUVRES AND PROCEDURES							
2 Take-offs (various profiles)		P	→		M	†	†
2.2 Sloping ground take-offs & landings		P	→				
2.3 Take-off at maximum take-off mass (actual or simulated maximum take-off mass)	P	→					
2.4.1 Take off with simulated engine failure shortly before reaching TDP, or DPATO		P	→		M		
2.4.2 Take off with simulated engine failure shortly after reaching TDP, or DPATO		P	→		M		
2.5 Climbing and descending turns to specified headings,	P	→			M	†	†
2.5.1 Turns with 30 degrees bank, 180 degrees to 360 degrees left and right, by sole reference to instruments	P	→			M	†	†
2.6 Autorotative descent	P	→			M	†	†
2.6.1 Autorotative landing or power recovery		P	→		M	†	†
2.7 Landings, various profiles		P	→		M	†	†
2.7.1 Go-around or landing following simulated engine failure before LDP or DPBL		P	→			†	†
2.7.2 Landing following simulated engine failure after LDP or DPBL		P	→			†	†
Section 3. NORMAL AND ABNORMAL OPERATIONS OF THE FOLLOWING SYSTEMS AND PROCEDURES							
3. Normal and abnormal operations of the following systems and procedures:					M	†	†(A mandatory minimum of 3 items shall be selected from this section)
3.1 Engine	P	→				†	†
3.2 Air conditioning (heating, ventilation)	P	→				†	†
3.3 Pitot/static system	P	→			†		

3.4 Fuel system	P					
3.5 Electrical system	P					
3.6 Hydraulic system	P					
3.7 Flight control and Trim - system	P					
3.8 Anti - and de-icing system	P					
3.9 Autopilot/Flight director	P					
3.10 Stability augmentation devices	P					
3.11 Weather radar, radio altimeter, transponder	P					
3.12 Area Navigation System	P					
3.13 Landing gear system	P					
3.14 Auxiliary power unit	P					
3.15 Radio, navigation equipment, instruments flight management system	P					
Section 4. ABNORMAL AND EMERGENCY PROCEDURES						
4. Abnormal and emergency procedures				**M**		(A mandatory minimum of 3 items shall be selected from this section)
4.1 Fire drills (including evacuation if applicable)	P					
4.2 Smoke control and removal	P					
4.3 Engine failures, shut down and restart at a safe height	P					
4.4 Fuel dumping (simulated)	P					
4.5 Tail rotor control failure (if applicable)	P					
4.5.1 Tail rotor loss (if applicable)	P		Helicopter Shall not be used for this exercise			
4.6 Incapacitation of crew member (Multi Pilot Helicopters only)	P					
4.7 Transmission malfunctions	P					
4.8 Other emergency procedures asoutlined in the appropriate Flight Manual	P					
Section 5. INSTRUMENT FLIGHT PROCEDURES (TO BE PERFORMED IN IMC OR SIMULATED IMC)						
5.1 Instrument take-off: transition to instrument flight is required as soon as possible after becoming airborne	P*		*			
5.1.1 Simulated engine failure during departure	P*		*	M*		
5.2 Adherence to departure and arrival routes and ATC instructions	P*		*	M*		
5.3 Holding procedures	P*		*			
5.4 ILS-approaches down to CAT 1 decision height	P*		*			
5.4.1 Manually, without flight director	P*		*	M* (Skill test only)		
5.4.2 Manually, with flight director	P*		*			
5.4.3 With coupled autopilot	P*		*			
5.4.4 Manually, with one engine simulated inoperative. (Engine failure has to be simulated during final approach before passing the outer marker (OM) until touchdown or until completion of the missed approach procedure)	P*		*	M*		
5.5 Non-precision approach down to the minimum descent altitude MDA/H	P*		*	M8		
5.6 Go-around with all engines operating on reaching DA/DH or MDA/MDH	P*		*			
5.6.1 Other missed approach procedures	P*		*			
5.6.2 Go-around with one engine simulated inoperative on reaching DA/DH or MDA/MDH	P*		*	M*		
5.7 IMC autorotation with power recovery	P*		*	M*		
5.8 Recovery from unusual attitudes	P*		*	M*		

Section 6. USE OF OPTIONAL EQUIPMENT						
6. Use of optional equipment	P	---->			†	†

E	**EXAMINERS REPORT**	I have found the applicant experience and instruction to comply with Annex I to Part FCL. ☐ I confirm that all the required maneuvers and exercises have been completed. ☐ I confirm that the applicant's theoretical knowledge has been confirmed by verbal examination (where applicable). ☐				
	RESULT OF TEST:	**PASSED***	EXAMINER'S SIGNATURE	**FAILED***	EXAMINER'S SIGNATURE	
SIM or SIM LOCATION / AIRCRAFT REGISTRATION:		*** EXAMINER TO SIGN NEXT TO PASSED OR FAILED AS APPLICABLE**		MCFN issued (Copy Attached)		
START:	END:	TOTAL TIME:				
EXAMINER'S NAME		EXAMINER'S AUTHORISATION		DATE (DD/MM/YYYY).		
Note:	**TRE/TRI shall refer to PART-FCL as applicable for more details.**	**Regulation Requirements column, (M) mandatory, (X) not authorised on Aircraft, (*) required for Instrument Rating.**				

CIVIL AVIATION AUTHORITY

MANDATORY CHECK PARTIAL PASS * / FAILURE * NOTIFICATION

1	FULL NAME OF CANDIDATE	LICENCE NUMBER	AIRCRAFT TYPE	DATE OF CHECK (DD/MM/YYYY)

Operator	Type of Check					
	LST (Licence Initial Issue)		LPC		Captain	Co-Pilot
	ATPL		Instrument Rating			
	AoC		OPC			

2 Examiner's Comments and Recommendations (State briefly reasons for partial pass* / failure* of check, comments, and recommended action)

Examiner's Name	Signature	Authorisation №

3 Applicant Acknowledgment

I understand that I have failed the items notified above.

I understand that I may not exercise the privileges of my ..... following the failure of this test, check or assessment of competence until the successful completion of training and a further test, check or assessment of competence.

I was briefed about my rights of appeal in accordance with PART FCL.1030(b)(1)

Name …… Signature……Date……

After completing Part 1, 2 & 3 send it to CAA Office

4 ATO / Operator's Action (state action taken including remedial training and re-check arrangements)

Approved by		Title	
Signature		Date	

After completion of all parts, send this form to CAA Personnel Licensing Office Attaching copies of check and re-check reports

CIVIL AVIATION AUTHORITY

EXAMINER'S CHECK RETURN FORM

EXAMINER'S NAME……

MONTH……YEAR……

AUTHORISATION №……

№	Licence No.	Candidate's Name	Type of Test	P1/P2	Aircraft	Date of Test	Pass/P.Pass/Fail (see Note 2)	Payment Doc №
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								

Examiner's Signature: ……..Date: ……

Note 1: Examiners should complete this form, listing all check conducted during each month and submitted to CAA.

Note 2: In case of partial pass or failure a Mandatory Check Partial Pass / Failure Notification part 1 & 2 must be completed and send to CAA.

Note 3: Payment document should be attached to this form.