

Safety and Airspace Regulation Group

Flight Crew Standards



Standards Document 10 (Aeroplanes) Version 7

Guidance for:

- Instructors
- Instructor trainers
- Flight Instructor Examiners (FIE)

Assessment of Competence for Instructor Certification

EASA Aircrew Regulation
Annex 1 – Part-FCL
Subpart J

Please note that this document is for information and guidance purposes only. The latest version of this document can be viewed on the CAA website www.caa.co.uk/standardsdocuments

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Foreword

Standards Document 10 (Aeroplanes) has been compiled by the CAA Flight Crew Standards team. Its purpose is to provide information on the assessment of competence of instructors for EASA Part-FCL instructor certificates, specifically:

- The Flight Instructor (FI) Certificate;
- The Class Rating Instructor (CRI) Certificate;
- The Instrument Rating Instructor (IRI) Certificate;
- The Synthetic Training Instructor (STI) Certificate.

This document includes guidance on the manner in which assessments of competence should be conducted, the criteria against which instructor competence should be assessed and information regarding the administrative procedures for the issue, revalidation and renewal of instructor certificates and their variation to include additional instructional privileges. Additionally, it provides guidance to those who train instructors (Flight Instructor Course instructors or FIC) and those who assess the competence of instructors (Flight Instructor Examiners or FIE).

By providing a standard reference document for instructors, instructor trainers and instructor examiners, it aims to ensure that assessments of competence are conducted in a uniform, impartial and reliable manner and that the highest standards of instructional competence are maintained.

This Standards Document should be used in conjunction with the following documents:

- a. EASA Part-FCL, particularly Subpart J and the associated Guidance Material (GM) and Acceptable Means of Compliance (AMC);
- b. UK CAA Forms SRG 1131, 1133, 1135 and 1169 (application forms for the issue, revalidation and renewal of instructor certificates and for variation of instructor privileges, and the examiner's report form/assessment schedule);
- c. The JAA/EASA Flight Examiners' Manual, available at www.jaa.nl/licensing/flight_examiners_manual.html.
- d. The CAA Flight Examiners Handbook (FEH).

The Civil Aviation Authority is the competent authority of the UK for the issue of pilot licences, ratings and certificates in accordance with the Aircrew Regulation (Commission Regulation (EU) 1178/2011 as amended) and for the oversight of their implementation and use. In fulfilling this role, the CAA is required to provide oversight documentation, including standards documents, guidance material and acceptable means of compliance that may be used by relevant personnel and organisations to allow them to perform their tasks, discharge their responsibilities and establish compliance with the Basic Regulation (Commission Regulation (EU) 216/2008).

Nothing in this document is intended to conflict with EASA Regulations or UK statute law where applicable. Whilst every effort is made to ensure that all information is correct at the time of publication, the CAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

Throughout this Document the following editorial practices and definitions shall apply:

- "Shall" and "Must" are used to indicate a mandatory requirement.
- "Expect" and "Should" are used to indicate strong obligation.
- "May" is used to indicate discretion.
- "Examiner" is used to indicate a person who holds a valid examiner authorisation certificate issued by the competent authority of an EASA member state and, where the certificate was not issued by the UK CAA, has received a briefing from the UK CAA in accordance with FCL.1015.

- "Applicant" is used to indicate a person who is seeking the issue, revalidation or renewal of a pilot licence, certificate or certificate.
- "He/She" The pronoun 'he' is used throughout for ease of reading.

This document and other Civil Aviation Authority (CAA) Standards and Guidance Documents are available on the CAA web site www.caa.co.uk and can be downloaded to users without charge. The CAA Scheme of Charges and application and report forms are also available from the website.

If, after reading this document, there are any queries or comment, please contact CAA Flight Crew Standards at the CAA Safety and Airspace Regulation Group.

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Changes to Version 7

The most significant change to Standards Document 10 v7 are changes to the various sections comprising an instructor Assessment of Competence and the redefinition of what constitutes a Pass, Partial Pass or Fail. Previous CAA practice (under National procedures and JAR-FCL) was to list 7 Sections for an instructor rating test or check, with Section 4 comprising "Mandatory Items" and Section 6 comprising "Instrument Exercises". Additionally, advice to examiners on how to assess the result and which particular sections and items to retest in the event of a Partial Pass or Fail was based on the inclusion of 7 Sections in the test/check. This practise has been revised to be compatible with Part-FCL and in particular FCL.935, AMC1 FCL.935, AMC3 FCL.935 and AMC5 FCL.935.

The example schedule for an instructor assessment of competence at AMC3 FCL.935 comprises 5 sections and significantly there are no separate sections for "Mandatory Items" and "Instrument Exercises". The CAA examiner's report form SRG 1169 will be amended in due course to reflect this, most likely to coincide with the development of an online electronic form. Until such time, examiners should continue to use the current version of the form but are directed towards paragraphs 7.8 and 10 of this document for guidance on the content and assessment of an instructor AoC.

AMC1 FCL.935 states that, "In principle, failure in any exercise requires a retest in all exercises, with the exception of those that may be retaken separately." The example application and report form at AMC5 FCL.935 suggests that the AoC may result in a Partial Pass if either Section 1, the theoretical knowledge oral is failed and all other sections are passed, or alternatively if Section 1 is passed but one of the other sections comprising the flight exercises is failed. Therefore, guidance in paragraph 10 of this Document on Pass, Partial Pass and Fail criteria has been amended accordingly.

Otherwise Standards Document 10 version 7 mostly comprises editorial changes resulting from organisational changes at the CAA since the publication of v6. For example, where previously the CAA Staff Flight Examiners worked within CAA Safety Regulation Group, Flight Crew Licensing department, Licensing and Training Standards (L&TS); the organisation now comprises CAA Safety and Airspace Regulation Group (SARG), Flight Crew Standards. Similarly, where previously application and report forms were submitted to L&TS at SRG for processing, they should now be submitted to the Shared Service Centre at SARG.

Glossary of Abbreviations and Terms

AI or ADI	Attitude Indicator or Attitude Direction Indicator
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AMC	Acceptable means of compliance
ANO	Air Navigation Order
ATC	Air Traffic Control
ATO	Approved Training Organisation
ATPL	Airline Transport Pilots Licence
CDFA	Continuous Descent Final Approach
CPL	Commercial Pilot Licence
CRE	Class Rating Examiner
CRE/IRR	Class Rating Examiner with Instrument Rating Revalidation/Renewal Privileges
CRI	Class Rating Instructor
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
DA/H	Decision Altitude/Height
EFATO	Engine Failure After Take-off
EU-OPS	European Union Requirements - Commercial Air Transport (Aeroplanes)
FCS	Flight Crew standards

FEH	Flight Examiners Handbook
FE (CPL)	Flight Examiner Commercial Pilot Licence (Aeroplanes)
FE (PPL)	Flight Examiner Private Pilot Licence (Aeroplanes)
FI	Flight Instructor
FIC	Flight Instructor Course instructor
FIE	Flight Instructor Examiner
FNPT or FNPT II	Flight Navigation Procedures Trainer
FS or FFS	Flight Simulator or Full Flight Simulator
FSTD	Flight Simulation Training Device
FTO	Flight Training Organisation
GE	Ground Examiner
HPA	High Performance Aeroplane
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRI	Instrument Rating Instructor
LPC	Licensing Proficiency Check
LST	Licensing Skill Test
LTS	Licensing and Training Standards
MDA/H	Minimum Descent Altitude/Height
ME	Multi-Engine
MEP	Multi-Engine Piston Aeroplane
MP or MPA	Multi-Pilot or Multi-Pilot Aeroplane
OPC	Operator Proficiency Check
RF	Registered Facility
RT or RTF	Radiotelephony
RTC	Regional Test Centre
RTO	Rejected Take-off
SE (A)	Single-Engine Aeroplane
SE	Senior Examiner
SEP	Single-Engine Piston Aeroplane
SET	Single-Engine Turboprop Aeroplane
Skill Test	Demonstration of skill for the issue of a licence or rating
SP or SPA	Single-Pilot or Single-Pilot Aeroplane
SP HPCA	Single-pilot high performance complex aeroplane
TMG	Touring Motor Glider
TRE	Type Rating Examiner
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions

1. Administrative Arrangements

- 1.1 The assessment of competence (AoC) for the initial award of an instructor certificate is made upon completion of a course of training at an approved training organisation (ATO). The assessment shall be taken within 6 months of the completion of training and all relevant exercises of the assessment must be completed within 6 months (of the first attempt).
- 1.2 Applicants for an instructor certificate must have completed all of the requirements for issue of the certificate before undertaking the AoC. Training records shall be made available to the examiner. In addition the training organisation must confirm the applicant's readiness for the assessment by completion of a Course Completion Certificate.
- 1.3 Applicants should be in possession of a medical certificate at the time of the AoC. If the certificate is out of date the examiner may still conduct the assessment, but the applicant should be aware that, regardless of the outcome, an Instructor Certificate will not be issued until the applicant obtains a valid medical certificate.
- 1.4 Examiners are not normally designated for initial instructor AoC by the CAA Flight Test Bookings Cell. However, the CAA reserves the right to designate a Staff FE for the purposes of ATO oversight and sampling activity. Notwithstanding that ATO, applicants and examiners may liaise directly when arranging an AoC. Examiners are reminded they shall not conduct the assessment of competence for an instructor certificate when they have provided flight instruction to the applicant for that certificate, or, been responsible for recommending the applicant for the assessment of competence, or, if they feel their objectivity may be affected. (Note: examples of a situation where the examiner should consider if his/her objectivity is affected include when the applicant is a relative or a friend of the examiner, or when they are linked by economical interests or political affiliations, etc).
- 1.5 For AoC for the revalidation or renewal of instructor certificates, the applicant normally liaises directly with the examiner. When arranging any assessment, examiners will discuss and agree items such as:
 - (a) Date, time and place for the assessment;
 - (b) Provision of a suitably equipped aeroplane with appropriate insurance cover;
 - (c) Agreement on a suitable subject for the long brief (to be advised at least 2 days before the AoC);
 - (d) Availability of training records, course completion certificates, test forms and aircraft documents;
 - (e) Flight test fees and expenses including arrangements in case of cancellation. The CAA Scheme of Charges sets the fees to be charged for checks and tests conducted by Staff Flight Examiners. Authorised examiners may determine an appropriate fee for their services including reasonable recompense for travel expenses.
- 1.6 Examiners should use the opportunity of the AoC to emphasise points of standardisation notified through examiner and instructor refresher seminars. Additionally and where appropriate, reference should be made to flight safety information and publications such as Safety Sense Leaflets, Standards Documents, CAA Safety and Information Notices and the "Clued Up" magazine.
- 1.7 In accordance with AMC1 FCL.930, the UK CAA also requires that, for the initial issue of an FI certificate, all instructors demonstrate the ability to teach the recognition of and recovery from a full spin. Where the applicant has already completed this requirement (see also paragraph 7.11 below), he must present evidence of such to the examiner who conducts the main AoC. Instruction in spinning is not required for CRI, IRI or STI but may be considered an appropriate exercise to include on a CRI AoC where the applicant intends to use the privileges to instruct for the aerobatic rating.

2. Aerodrome

- 2.1 Under the provisions of ANO 2009 Article 208, instruction in flying and the carrying out of flight assessments may take place at an unlicensed aerodrome if using an aeroplane with a maximum total weight authorised not exceeding 2730 kg or helicopters/gyroplanes with a maximum total weight authorised not exceeding 3175 kg. However, it is a condition of Article 208A that both the operator of such an aerodrome and the commander of the aircraft are satisfied on reasonable grounds that the aerodrome has adequate facilities for the safe conduct of such flights. CAP 793, Safe Operating Practices at Unlicensed Aerodromes, contains guidance on what constitute adequate facilities. Examiners must satisfy themselves that aerodromes are suitable for the conduct of flight assessment and should not undertake a flight assessment where it is apparent that the guidance in CAP 793 has not been met.

3. Provision of Aeroplanes

- 3.1 The aeroplanes used for flight training for instructor certificates must meet the requirements of OR.ATO.135 which are further amplified in CAA Standards Document 55. It is assumed that these aeroplanes will be used for the AoC upon completion of an approved course of training. Where assessments are conducted away from an approved training organisation, for example for the revalidation or renewal of instructor certificates, the examiner must be satisfied that the aeroplane is appropriately certified, insured, suitably equipped, has been correctly maintained, is serviceable and capable of safely performing all of the air exercises and manoeuvres required of the AoC.
- 3.2 Where the assessment requires manoeuvres such as spinning and aerobatics, the pilot's operating handbook or aircraft flight manual must indicate that such manoeuvres are permitted and the aircraft must be operated at all times within any limitations specified for such manoeuvres.
- 3.3 For multi engine instructor training and assessment the aeroplane must be capable of having the propellers feathered and un-feathered. The aircraft performance must enable a positive climb gradient from take-off safety speed at normal training weights, with all necessary drag removed and the critical engine set for zero thrust in ISA conditions.

4. Instructor Competencies and Assessment Profile

- 2.1 This part is common to all instructor AoC and the general format shall be followed for the initial issue, revalidation, renewal or variation of all instructor certificates.
- 2.2 All instructors shall be trained and assessed in the following competences (FCL.920):
- Prepare resources,
 - Create a climate conducive to learning,
 - Present knowledge,
 - Integrate Threat and Error Management (TEM) and crew resource management (CRM),
 - Manage time to achieve training objectives,
 - Facilitate learning,
 - Assess trainee performance,
 - Monitor and review progress,
 - Evaluate training sessions,
 - Report outcome.
- 4.3 The instructor assessment of competence is divided into five main sections as follows:
- | | |
|-----------|---------------------------------|
| Section 1 | Theoretical Knowledge |
| Section 2 | Pre-Flight Briefing |
| Section 3 | Flight |
| Section 4 | Multi Engine (where applicable) |
| Section 5 | Post Flight Debriefing |
- 4.4 An instructor AoC is intended to be conducted in its entirety on one day. However, in extenuating circumstances and if agreed between the applicant and the examiner it may be continued into a second day. If the assessment is completed in two parts, both parts should

be conducted by the same examiner. The overall result should not be assessed or recorded until all sections have been completed, unless the applicant's performance is clearly below standard, in which case the AoC may be terminated by the examiner. Examiners and applicants must expect that the complete assessment, including ground briefings and oral, may take 4 to 6 hours. Therefore, examiners should only plan to assess one applicant per day. There must be no attempt to pressure the applicant into hurried actions, nor for the examiner to omit or cut short the assessment of required items. All relevant exercises must be completed within 6 months.

- 4.5 The typical sequence in which the assessment will normally be conducted (with approximate durations for an initial issue) are:
- (a) Administration and examiner's brief - 30 minutes
 - (b) Pre-Flight Briefing (Section 2) - 30 minutes
 - (c) Flight (Section 3 and additional exercises as required) - 90 minutes
 - (d) Post Flight Debrief (Section 5) - 10 minutes
 - (e) Lunch
 - (f) Long briefing and theoretical knowledge (Section 1) - 2 hours
 - (g) Examiners debrief and administration - 30 minutes

5. Administration and the Examiner's Brief

- 5.1 At the pre-arranged time the examiner will meet the applicant for the opening briefing. The applicant should have the following documents and equipment available:
- (a) Personal flying logbook
 - (b) Medical certificate
 - (c) Licence
 - (d) A form of identity including a photograph; e.g. a valid passport, driver's licence or ID card
 - (e) A valid Certificate of Course Completion
 - (f) Aircraft documents
 - (g) Two headsets (examiners normally carry their own headset but a spare unit should be available for the flight)
 - (h) Two copies of the aircraft check list
 - (i) Instrument flying screens, hood, visor or goggles (as applicable)
 - (j) Planning materials including maps and charts and a blank PLOG
 - (k) A stopwatch or timepiece
 - (l) Any relevant CAA correspondence such as a letter of assessment or retraining requirements
 - (m) If a seminar has been attended for revalidation or renewal of an instructor certificate, the applicant must present the attendance certificate as evidence of attendance.
- 5.2 Having established that the applicant has completed the required training, meets the experience requirements and is prepared for the AoC, the examiner will give a comprehensive briefing covering all aspects of the assessment. During the briefing the applicant is encouraged to ask questions at any time, particularly if unclear about what is required. The examiner must make every effort to put the applicant at ease and ensure that the content and format of the assessment is fully understood.
- 5.3 The examiner will outline the sections of the test to be completed, perhaps with reference to the Examiner's Record and Report Form (SRG 1169), and outline a plan for the day's activities. The examiner's brief will include the following:
- 5.4 The purpose of the flight is for the applicant to demonstrate his ability to give instruction on the ground and in the air and to train a student pilot to the standard required for the issue of a licence, rating or certificate as appropriate to role. Throughout the assessment the examiner will be looking for evidence of the following competencies:
- (a) Ability as an Instructor to impart knowledge and skill, both on the ground and in the air;
 - (b) Personal flying ability, captaincy and airmanship (accuracy of demonstrations, efficient use of airspace and time, flight management skills, lookout etc);

- (c) The practical application of resource management and threat & error management;
 - (d) Knowledge and understanding of the standard teaching exercises and their sequence within a training syllabus;
 - (e) Involving and engaging the student in all aspects of the flight;
 - (f) Technical knowledge;
 - (g) Recognition, analysis and correction of typical student faults
 - (h) Ability to facilitate and conduct an effective debriefing.
- 5.5 The examiner will outline the various roles and responsibilities. In essence, although the examiner is actually the pilot in command and ultimately responsible for the safe conduct of the flight, the applicant is to assume the role of PIC. He is expected to carry out all of the duties of the PIC and make all necessary decisions for the safe, practical and expeditious management of the flight. The examiner should be treated as an average student pilot, with knowledge and skills commensurate with his experience. Unless otherwise briefed, it can be assumed that he has completed all of the syllabus flight and ground exercises prior to the main lesson being taught to a satisfactory standard. Similarly, for any secondary exercises it can be assumed that the student pilot has received the relevant ground instruction and has had time for self study.
- 5.6 The examiner will explain that throughout the flight the applicant will be expected to use the approved checklist and operate the aircraft in accordance with the flight manual/POH. The applicant may be asked to carry out a pre-flight inspection explaining to the 'student' what he is doing and why. Airborne checks may be completed from memory but must be in accordance with the checklist.
- 5.7 Applicants will be expected to obtain a weather forecast and interpret whether the weather is suitable for a particular lesson. The decision whether or not to proceed with the assessment rests with the applicant. However, examiners will endeavour to select primary and secondary flight exercises that are appropriate and teachable in the prevailing conditions.
- 5.8 The applicant is expected to complete all necessary pre-flight planning and preparation including checking the aircraft, choosing a suitable operating area, checking NOTAM, completing a fuel plan, completing mass & balance and performance calculations etc. If requested by the applicant and if appropriate for the lesson, the examiner may assist with planning the flight in role as a student pilot.
- 5.9 The examiner will explain and ascertain the applicant's understanding of the following definitions to be used throughout the assessment:
- If asked to '**demonstrate**' an exercise or manoeuvre the applicant is expected to fly the complete exercise as a pure demonstration of piloting skill.
- If asked to '**patter**' an exercise or manoeuvre the applicant is expected to commentate whilst flying the manoeuvre, bringing out and highlighting any relevant teaching points. He is not required to break the exercise down into a lesson or offer the student control to practise.
- If asked to '**teach**' an exercise or manoeuvre the applicant is expected to break down the manoeuvre into its' relevant parts and devise a lesson, giving the student time to practise and noting or correcting any faults or errors of technique.
- 5.10 The examiner will discuss the responsibilities and actions in the event of any actual emergency or abnormal condition during the flight. In general, the handling pilot is to remain at the controls but the examiner, as the aircraft captain, may elect to take control at any stage.
- 5.11 The management of abnormal situations and the handling of emergencies is a vital skill for pilots but one that in general is poorly taught. Therefore, examiners are encouraged to introduce, as one of the secondary flight exercises, a simulated emergency or abnormal situation as a teaching exercise. The instructor is expected to teach the examiner (as he would teach a student pilot) how to manage the situation, including use of the abnormal

procedures/emergency checklist, the decision making process, ATC liaison, passenger handling etc. Where this involves demonstrating or practising potentially hazardous manoeuvres or procedures, for example simulated engine failures, these should be briefed and discussed before flight.

- 5.12 Throughout the assessment the examiner may ask practical questions relating to all aspects of the flight, the operation of the aircraft and the process for instructing a trainee pilot towards the applicable licence, rating or certificate. This is a normal process that contributes towards the assessment of Section 1.
- 5.13 Throughout the assessment it will be necessary for the examiner to make notes to facilitate an accurate, effective and thorough debriefing and in order to complete the report form accurately. Examiners should do this as unobtrusively as possible, explaining that this is normal practice and that it should not give rise to concerns.
- 5.14 Detailed briefing of the format and conduct of the ground oral examination and long briefing may be left until after the flight exercise.
- 5.15 The applicant should understand that the final assessment is normally reserved until the end of the assessment and that, as well as individual exercises, the overall performance will be considered. Therefore, applicants should not attempt to judge their own performance or dwell on individual errors or mistakes.

6. Pre-Flight Briefing

- 6.1 The main or primary flight exercise will be chosen from a representative syllabus, for example from the EASA Part-FCL PPL syllabus for an AoC for an initial FI certificate; from the MEP class rating syllabus for a CRI ME certificate or for the addition of ME instructional privileges to an FI certificate; and from the instrument rating syllabus for an IRI certificate or for the addition of applied instrument instruction privileges to an FI certificate.
- 6.2 The examiner should be imaginative and flexible over the choice of primary flight exercise, taking into consideration the prevailing weather conditions, geographic location, local facilities, capabilities of the aircraft etc. Instructors must be prepared to teach any exercise from the full scope of the syllabus, and should avoid limiting their preparation to a few, favoured exercises. Examiners likewise should refrain from repeatedly asking applicants to give the same instructional lessons.
- 6.3 The applicant will be given some time to prepare (approximately 20 minutes) and will then be required to give a pre-flight briefing lasting 20-30 minutes. The normal media for this briefing may be whiteboard, OHP, flipchart or electronic presentations using media such as PowerPoint. It is recommended that applicants check beforehand that appropriate facilities are available at the venue to be used and be prepared, where necessary to adapt their briefing to make best use of the available equipment. Where the main briefing is delivered using electronic media, the examiner may ask for further briefings later in the day using alternative methods (e.g. whiteboard).
- 6.4 The pre-flight briefing should outline the complete content and sequence of the flight including revision of previous skills or exercises and the content and development of the main lesson including associated airmanship or threat & error management considerations applicable for the stage of training.
- 6.5 The applicant is expected to display the ability to 'build' a flight exercise in stages using a logical sequence of teaching and learning. Applicants may use any pre-prepared notes or material but must demonstrate a sound knowledge of the lesson rather than read directly from notes. Applicants are expected to periodically check the student's knowledge and understanding and evaluate student progress with appropriate and effective questioning.
- 6.6 The examiner will take notes during the briefing and the completed flipchart or whiteboard

presentation should be retained for reference for the subsequent de-briefing.

6.7 Examiners will assess the applicant for:

- (a) Visual Presentation and Content
- (b) Technical Accuracy
- (c) Clarity of Explanation
- (d) Clarity of Speech
- (e) Instructional Technique
- (f) Use of Models and Aids
- (g) Student Participation

7. The Flight

7.1 The AoC schedule must include the briefed air exercise as a primary exercise and a sample of additional or secondary exercises. The aim is for the instructor to demonstrate his ability to deliver a full lesson and his knowledge and understanding of other exercises from across the syllabus. The secondary exercises might be dealt with in the following ways:

- As an initial teaching exercise whereby the instructor breaks down a manoeuvre or procedure into a series of basic skills, each taught to and then practised by the student, resulting in the student being able to repeat the entire manoeuvre without assistance;
- As a fault finding exercise where the student pilot performs a manoeuvre with errors and the instructor is required to analyse the manoeuvre, identify the error(s) and re-teach the student how to fly the manoeuvre correctly.
- As a patterned exercise whereby the instructor demonstrates a manoeuvre or procedure whilst highlighting any salient points and offering guidance on technique, with the student following through on the controls or observing;
- As a pure demonstration of skill, without comment or instruction.

7.2 Prior to walking to the aeroplane, the examiner should ensure that any additional equipment that might be needed during the flight is available e.g. protractor for airborne navigation planning, view limiting devices for exercises involving simulated instrument flight or instrument covers for exercises simulating instrument failure.

7.3 The examiner will indicate the extent to which the inspection and completion of the aeroplane documents and pre-flight inspection of the aeroplane should be conducted as a demonstration of skill and knowledge or as a teaching exercise.

7.4 The departure may either be flown by the instructor or, where appropriate for the syllabus exercise, by the examiner acting as a student. In either case, the instructor should take the opportunity to build on the student's knowledge, skill, orientation, lookout and general airmanship.

7.5 The first part of the flight will concentrate on the applicant's ability to teach the flight exercise as briefed. Once established in a suitable training area the instructor should commence the primary lesson and continue to completion. The examiner will act according to the instruction given and simulate the responses and actions of a typical student. Occasionally he will make errors, particularly if the instruction received is not clear or if incorrect techniques are being taught. It is important that the examiner is consistent so that the instructor has a reasonable chance of recognising that a skill has been mastered or to identify errors and correct them. Once an error has been identified and corrected by the instructor, the examiner should refrain from making the same error again.

7.6 In order to condense the flight and enable all items to be assessed in a reasonable time, the

examiner may occasionally elect not to complete the briefed exercise when handed control. This is normally accomplished by taking control from the instructor and stating, "I have just completed that exercise to your satisfaction." When doing this, examiners must be careful not to rush the instructor or disrupt the flow or development of the lesson. Instructors are not expected to abbreviate any lessons.

- 7.7 After completion of the main exercise, the examiner will specify in turn the secondary exercises and indicate whether they are to be taught, patterned or demonstrated. The instructor will be given a few moments to consider how best to deliver each secondary exercise.
- 7.8 Previously the CAA required that examiners include a number of mandatory exercises in all instructor tests and checks. These are listed in Section 4 of Issue 3 Proof 2 of the Examiner's Report form SRG 1169 and include: Spin avoidance, safety module, take-off and climb; engine failure after take-off, approach, landing, missed approach and forced landing without power. The safety module included topics such as: flight in poor visibility and/or towards worsening weather, controlled flight into terrain, performance planning etc. These items were included for historical reasons as areas requiring special emphasis training and were chosen as a result of Mandatory Occurrence Report investigations, the work of the Air Accident Investigation Branch and as indicated by the Chief Flight Examiner at the annual FIE conference. For compliance with Part-FCL, the inclusion of such items as "mandatory" is no longer appropriate. Nevertheless, when considering which additional exercises to include in accordance with AMC 1 FCL.935 (e) the examiner is strongly recommended to consider including one or more of these items of special emphasis training as additional airborne exercises. Assessment of such exercises should be included in the overall assessment of airborne instructional competence in Section 3 of the Part-FCL AoC schedule and also as discussion items in Section 1 of the schedule.
- 7.9 If the assessment requires advanced manoeuvres such as spinning and aerobatics, but the weather or aircraft performance/limitations prevent such exercises from being completed, it may be necessary to assess these on a separate flight.
- 7.10 It is expected that the applicant will operate the aircraft at all times in a safe manner and using the correct techniques. In order to produce convincing and consistent demonstrations the applicant's handling skills and flying accuracy should be to a high standard. Therefore, the CPL Skill Test tolerances for height, heading and speed control as defined in Appendix 4 to Part-FCL shall apply.
- 7.11 Whilst it is expected that the applicant shall have a sound understanding of the content and development of the flight exercises, occasional and judicious reference to notes is permissible. However, it should be noted that this should not be to the detriment of the smooth flow of the lesson or safety of the flight.
- 7.12 **Spinning:** For the initial issue of an FI certificate the CAA requires that a full spin is included at some stage during the assessment of competence. This may be on the same flight or on a separate flight.
- 7.13 Spinning may be conducted either as the primary air exercise or as one of the secondary exercises. If flown as one of the secondary exercises, applicants and examiners are reminded that it should still be conducted as a teaching exercise; it is not sufficient for the applicant simply to demonstrate entry to and recovery from a spin. Therefore, an element of instruction must be given which should include some or all of the following:

- (a) Precautions to be taken prior to deliberately spinning an aircraft
 - (b) Spin entry technique
 - (c) Signs of autorotation and an incipient spin
 - (d) Symptoms of a developed spin
 - (e) Spin recovery techniques at the incipient and developed stage
 - (f) Post spinning checks
- 7.14 It is recognised that the vagaries of UK weather and limited access to spin-able aeroplanes can result in delays or cancelled flight tests when spinning is a required item. As a concession, the UK CAA permits the spinning element of the FI AoC to be flown by the applicant and assessed by an examiner prior to the overall completion of the FI course. Applicants and examiners are reminded that this is still an assessment of competence for the grant of an instructor certificate. Therefore, the flight must be conducted under test conditions. Where the spinning item is conducted prior to completion of the FI course, the FIE must complete an Examiner's Report Form (SRG 1169) indicating satisfactory completion of the spinning item in Section 3. The flight should be recorded in the applicant's logbook and annotated by the FIE. These documents must then be presented to the FIE who conducts the remainder of FI AoC upon completion of the course. This flight is not to be included with the FI course hours.
- 7.15 For FIC and FIE initial certification, a full spin should be included as an exercise in how to teach and/or assess spinning safely.
- 7.16 Spinning is not a requirement for AoC for the revalidation or renewal of FI certificates or for CRI and IRI certificates, but it would be appropriate to include spinning for an FI or CRI who intends to use the privileges of the certificate to instruct for the aerobatic rating.
- 7.17 The following will be assessed throughout the flight by the examiner:
- (a) Arrangement of demonstration
 - (b) Synchronising of speech/demonstration
 - (c) Correction of Faults
 - (d) Aircraft handling and flying accuracy
 - (e) Instructional technique
 - (f) General airmanship/safety/positioning and use of airspace
 - (g) The practical application of TEM and resource management

Debrief

- 7.18 After the flight the instructor will be required to debrief the examiner as a student. Generally this is based on the student's performance during the primary flight exercise. This is an important section and it is vital that it is not omitted or glossed over. It often provides a revealing insight into the instructor's perception of the flight, his knowledge and understanding of standard procedures and techniques and his assessment of the "student's" performance. Additionally, the points raised by the instructor will often answer some of the questions that the examiner may have intended to ask, or confirm the applicant's ability to detect student faults.

8. The Theoretical Knowledge Oral

- 8.1 The purpose of the theoretical knowledge oral examination is to determine the instructor's breadth and depth of knowledge, the ability to discuss with confidence questions related to aviation and to impart such knowledge and understanding to student pilots. Additionally, examiners should use the opportunity to discuss safety and information notices, circulars and standardisation material that has been notified through examiner and instructor refresher

seminars or meetings. In particular, topics relating to Flight Safety training should always be included.

- 8.2 Generally the oral examination of associated ground subjects for an instructor certificate takes between 1½ and 2 hours. The exact duration will depend on the nature of the assessment and the applicant's performance. The oral for class rating and instrument rating instructors should focus on those subject areas that are relevant to the privileges of the certificate.

The oral will cover the following subject areas:

- (a) Air Law
- (b) Aircraft General Knowledge
- (c) Flight Performance and Planning
- (d) Human performance
- (e) Meteorology
- (f) Navigation
- (g) Operational Procedures
- (h) Principles of Flight
- (i) Training Administration

- 8.3 Before starting the ground oral, the applicant should be reminded that some questions may require an in-depth explanation; some may require reference to documents or training aids and others might be answered with a simple statement of fact. Questions relating to air law, regulatory requirements and training administration are generally posed to ensure that the applicant can locate the correct answer or required information from the appropriate source documentation. There should be no trick questions. If the applicant does not understand the question or does not know the answer, then he should either seek clarification or say so.

- 8.4 A theoretical knowledge question bank is provided as a supplement to this Standards Document. It is strongly recommended that all applicants refer to this supplement when preparing for the theoretical knowledge oral.

The following documents and equipment should be accessible to the applicant (documents may be made available in electronic format):

- (a) UK Aeronautical Information Publication;
- (b) Aeronautical Information Circulars;
- (c) CAP 393 Air Navigation: The Order and Regulations;
- (d) CAP 413 Radio Telephony Manual;
- (e) EASA Part-FCL, Part-ORA and Part-ARA and the associated AMC and GM;
- (f) CAP 804 Flight Crew Licensing: Mandatory Requirements, Policy and Guidance
- (g) Aeronautical Charts;
- (h) Training Syllabus;
- (i) Aircraft Flight Manual or Pilot's Operating Handbook and checklist;
- (j) The ATO Operations Manual;
- (k) Training aids including aeroplane models, sectioned flight instruments etc;
- (l) Training reference books, diagrams and notes as applicable to the syllabus;
- (m) This Standards Document and other CAA Standards and Guidance Documents as appropriate to the syllabus.

The examiner should keep notes during the oral to facilitate debriefing.

- 8.5 Where an instructor holds both SE and ME instructional privileges and is revalidating the privileges of the instructor certificate in a SE aeroplane, the oral must include questions relevant to ME operations and instruction. Likewise, where the revalidation is being conducted in a ME aeroplane, the oral must include questions relevant to SE operations and instruction.

9. The Lecture or Long Briefing

- 9.1 The instructor will be expected to give a long briefing or short lecture lasting approximately 30 to 40 minutes.
- 9.2 The subject will be determined by the examiner and should be made known to the instructor not less than 2 days before the date of the assessment. Subject matter should be relevant and related to the appropriate instructional privileges and pilot training syllabus. Examiners should vary the subject matter so that it becomes a useful and challenging exercise for the instructor to research and prepare the lesson and not just repeat something that has been prepared and delivered as part of the course.
- 9.3 Instructors should expect to give the long briefing or lecture to a small audience comprising the examiner and other student pilots or instructors. Instructors will be expected to demonstrate effective use of a variety of training aids and equipment. Therefore, prior preparation and practise with such equipment is essential.
- 9.4 Some time should be allowed for at the end of the briefing or lecture for a reasonable number of questions from the audience. The examiner must ensure however, that this does not become a lengthy session or that the instructor is exposed to unreasonable questioning.

10. Assessment and Debriefing

- 10.1 The examiner shall consider all aspects of the assessment and the overall performance as well as individual items and sections. In principle, failure in any exercise during an assessment of competence requires a retest covering all exercises. Examiners may be pragmatic however and (in accordance with AMC5 FCL.935) assess the theoretical knowledge oral and long briefing/lecture (Section 1) separately from the flight instructional part of the AoC (pre-flight briefing, airborne exercises and post-flight debriefing).
- A Pass will be achieved when all items and all sections are assessed as satisfactory.
- 10.2 A failure of Section 1 only (theoretical knowledge oral and long briefing) will be considered a Partial Pass and will require a re-assessment of Section 1. A failure of one or more of the flight instructional sections (the pre-flight brief, airborne exercises and post-flight debrief) will be considered a Partial Pass will require a re-assessment of all flight instructional sections. Failure of both Section 1 and one or more of the flight instructional sections will require a complete re-assessment.
- 10.3 Normally the applicant should be debriefed when all sections of the assessment have been completed. However, the examiner may terminate the assessment at any stage if it is considered that the applicant's demonstration of knowledge, flying or instructional skills is unsatisfactory and will require further training and re-assessment.
- 10.4 The preferred method for conducting the debriefing is for the examiner to state the overall result of the assessment at the beginning of the debrief. If the assessment results in a Partial Pass or Fail, the examiner must explain which section or sections were unsuccessful, the reasons for failure and any remedial action required, before moving on to any more general debrief topics.
- 10.5 The applicant should be encouraged to discuss the reasons for any failure but not to assess or criticise their own performance. Examiners should ensure that no misunderstandings

remain at the end of the debriefing and applicants should be given advice and guidance as necessary in order to improve their instructional competence.

- 10.6 Further training may be recommended following a Partial Pass or Fail; applicants are strongly advised to comply with any recommended retraining. Should an applicant fail an instructor assessment of competence on two consecutive occasions, the examiner should inform Flight Crew Standards. A CAA staff examiner may be allocated for any subsequent attempts.

11. Administration for the Issue of an Instructor Certificate

- 11.1 The examiner shall complete Instructor Form 1 (SRG 1131). This form should be forwarded to the CAA as soon as possible. A separate Examiner Report Form (SRG 1169) must also be completed and forwarded to the CAA by the Examiner. All signatures on the forms must be original, not photocopied.

The Examiner's record, Form SRG 1169 comprises the test or check schedule; when completed it forms a permanent record of the appropriate test or check. Examiners are required under FCL.1030 to keep a record of their tests and checks, subject also to data protection law, for 5 years; thereafter the form(s) are to be destroyed. The CAA may ask for access to these records at any time.

- 11.2 Applicants for the initial issue of an instructor certificate may not exercise the privileges of the certificate until it has been issued by the CAA. Examiners are not to make any entry in the applicant's licence.

12. Revalidation and Renewal of Instructor Certificates

- 12.1 FI revalidation and renewal requirements are at Part-FCL.940.FI and CAP 804 section H.

- 12.2 For revalidation of the FI(A) certificate, the holder shall fulfil 2 of the following 3 requirements:

- (i) Complete at least 50 hours of flight instruction in the appropriate aircraft category during the period of validity of the certificate as FI, TRI, CRI, IRI, MI, or examiner. If the privileges to instruct for the IR are to be revalidated, 10 of these hours shall be flight instruction for an IR and shall have been completed within the last 12 months preceding the expiry date of the FI certificate;
- (ii) Attend an instructor refresher seminar, within the period of validity of the instructor certificate;
- (iii) Pass an assessment of competence in accordance with FCL.935, within the 12 months preceding the expiry date of the FI certificate.

Notes: Where an FI is qualified to:

- Instruct for the issue of an IMC rating (IR(R)) but NOT for an IR, the requirement for 10 hours IR/IMC training does not apply.
- Conduct IR training but does not meet the 10 hours IR training requirement, an AoC must be completed as one of the revalidation requirements with particular emphasis on applied instrument flight, in order to retain the privilege to instruct for the IR. A suitable IFR equipped aeroplane would be required in this case.

- 12.3 For at least each alternate subsequent revalidation, the holder shall have to pass an assessment of competence in accordance with FCL.935.

- 12.4 If the FI certificate has lapsed, the applicant shall, within a period of 12 months before renewal:

- (i) attend an instructor refresher seminar;
- (ii) pass an assessment of competence in accordance with Part-FCL.

13. The Class Rating Instructor (single-engine)

- 13.1 Applicants for a CRI certificate limited to single-engine aeroplanes shall have completed at least:
- (i) 300 hours flight time as a pilot on aeroplanes;
 - (ii) 30 hours as PIC on the applicable class or type of aeroplane.
- 13.2 The training course is fully described at FCL.930.CRI and CAP 804 Section H and the revalidation and renewal requirements at FCL.940.CRI.
- 13.3 The assessment of competence will follow the same format as that for the FI(A) with the content appropriate to the privileges of the CRI.
- 13.4 The privileges of a CRI (single engine) are at FCL.905.CRI and also in CAP 804 Section H and are restricted to issue, revalidation and renewal of a class or type rating for non-complex non-high performance single-pilot aeroplanes, when the privileges sought by the applicant are to fly in single-pilot operations. Training for the issue of a towing or aerobatic rating may be included provided the CRI holds such ratings and has demonstrated the ability to instruct for that rating to an FI(A) qualified in accordance with FCL.905.FI(i). The privileges are further restricted to the class or type of aeroplane in which the instructor assessment of competence was taken. Extension to further classes or types is covered in the references.

14. The Class Rating Instructor (multi-engine) and addition of ME instructional privileges to the FI

- 14.1 Applicants for the issue of a CRI certificate for multi-engine aeroplanes shall have completed at least:
- (i) 500 hours flight time as pilot on aeroplanes;
 - (ii) 30 hours as PIC on the applicable type or class of aeroplane.
- 14.2 See para. 13.2 above for reference to the training course and revalidation and renewal requirements.
- 14.3 The assessment of competence will follow the same format as that for the FI(A) with the content appropriate to the privileges of the ME CRI.
- 14.4 An FI(A) who wishes to instruct for the issue, revalidation or renewal of multi-engine class or type ratings, except for single-pilot high performance complex aeroplanes, must also meet the prerequisites for the CRI course at FCL.915.CRI (a) and the requirements of FCL.930.CRI and FCL.935. but will be fully credited towards the requirement of FCL.930.CRI (a)(1) – teaching and learning instruction.

15. The Instrument Rating Instructor and addition of instrument instruction privileges to the FI

- 15.1 Applicants for an IRI(A) certificate shall have completed at least 800 hours of flight time under IFR, of which at least 400 hours shall be in aeroplanes; and, in the case of applicants for an IRI(A) for ME (A), must also meet the requirements of FCL.915.CRI (a), i.e. 500 hours flight time as pilot of aeroplanes and 30 hours PIC on the applicable type or class.
- 15.2 The privileges of an IRI(A) are to instruct for the issue, revalidation and renewal of an IR(A) and EIR.
- 15.3 The course content is at FCL.930.IRI and includes 25 hours of teaching and learning, 10 hours of technical training and 10 hours of flight instruction in aeroplane, FFS or FNPTII.
- 15.4 An FI(A) may add instructional privileges for the IR in the appropriate aircraft category