

Safety & Airspace Regulation Group

Flight Operations: Training Standards & Policy Group

Standards Document No. 24(A) Version 5



Policy and Guidance for Examiners:

Multi-Pilot Aeroplanes (MPA) and Single-Pilot High Performance Complex Aeroplanes (SPHPCA)

Type Rating Skill Tests and Proficiency Checks in accordance with EASA Part FCL Appendix 9 using UK CAA SRG1158 Schedule.

This Standards Document defines UK Policy and means of Compliance with EASA Part FCL, subpart J and K and Appendix 9. It helps satisfy requirements to ensure the conduct and performance of CAA certified examiners in accordance with ARA.FCL.205.

Additional procedures and guidance for UK examiners, ATO's and operators are also incorporated.

All amendments to this document will be notified via SkyWise.
The latest version of the document can be found on the CAA website.

CAA "examiners" is required to maintain a database of examiners' names and personal e-mail addresses. If you change your e-mail address, please ensure that you use the email address below to inform us of any changes. Simply enter your **CAA reference number** in the message field, and then send to **examiners@caa.co.uk**. Examiners are strongly advised to sign up to the SkyWise notification service to be advised of updates to CAA Information Notices, CAPs, CAA Standards Documents, application forms etc.

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DOCUMENT 24(A) VERSION 5 AMENDMENT SUMMARY

Paragraph	Change
All	Complete rewrite/redesign and re-issue incorporating current and new policies and procedures. Amended in accordance with Opinion 5/2017 to 1178/2011 and annexes I, II, and III, subpart J and K amendments
All	Removal of references to CRM and replacement with HF or competencies
All	CAAI or CAA inspector replaced with CAATI
All	EAO terminology added for all examiner assessments of competency
All	TPG replaced with TSPG
All	Clarification throughout that non-technical competence shall be assessed
All	Revision of section manager to FOM ATO&FCL
Front cover	Legal status of Standards Document 24 clarified
Table of contents	Revision of index with new layout
Glossary	Various additions and deletions reflecting changes, EBT and competencies
Introduction	Revised wording
4 Examiner certificates	Moved from separate appendix and clarified with licensing endorsements
4.2 TRE authorities	Moved from separate appendix
8 Examiner validity	Clarification on renewal policy
8.5	Amendment and clarification on policy for an examiner losing medical certification
11 Examiner Seminar	Clarification of examiner seminar requirements and syllabus
12 Application/admin	Moved and clarification
12.3	Moved from separate appendix and clarification of an examiners ability to sign an SEP class rating
13 Forms	Moved and condensed with clarifications
13.1 Forms	Temporary licensing certificates
14 Skill test scheduling	Clarification on recently expired ratings and training certificate requirements within an ATO acceptable to the UK CAA
15 LST/LPC	Note clarifying operator electronic records replacing SRG1158
17 Language Proficiency	Clarification on policy over English language proficiency and assessments
Appendix 1	Moved to new appendix to condense EAO requirements
Appendix 1	Clarification on constituted crew policy
Appendix 1	Clarification on FFS approval requirements
Appendix 1	Clarification of CAATI administrative procedures and provisional authorities or temporary certificates
Appendix 1	1.10.7 – clarification regarding repeats carrying across to day 2 of a check
Appendix 1	Pass/repeat/fail flow diagram moved to appendix 1
Appendix 1	Clarification regarding the use of repositions and time management techniques outside of scenarios based exercises
Appendix 1	Briefing and debriefing moved to appendix 1
Appendix 1	Revision of briefing requirements
Appendix 1	Addition of requirements if an applicant's licence is absent
Appendix 1	Clarification on stand-in pilot requirements
Appendix 1	Improved guidance on debriefing principles and philosophies
Appendix 1	Improved guidance on facilitation
Appendix 1	Improved guidance on report writing
Appendix 1	Temporary licensing certificate

Appendix 2	Moved
Appendix 2	Clarification on the requirements for Human Factors and non-technical skill assessments
Appendix 2	Addition of performance calculation
Appendix 2	Clarification of use of OTD and other aspects for ATQP or EBT operators to mitigate item 1.3 and 1.4
Appendix 2	Additional clarification on 3.4 and 3.6 items and combined assessment items, table moved from separate appendix
Appendix 2	Clarification of instrument approaches general
Appendix 2	Clarification of precision approaches flown manually without FD
Appendix 2	Clarification of 3D operation with one engine inoperative
Appendix 2	Clarification of 2D operation requirements
Appendix 2	Clarification of LVO testing requirements
Appendix 2	General clarification of engine out exercises
Appendix 2	New paragraph on altimetry
Appendix 2	New paragraph on CFIT risks and terrain awareness
Appendix 2	New paragraph on PBN and RNAV requirements
Appendix 2	UPRT – New, aligned with opinion 5 of 2017
Appendix 2	New table providing instructions for testing constituted crew, combined testing and additional guidance on detailed testing standard
Appendix 2	New section with guidance on overall competency against appendix 9, non-technical competence, Knowledge, Skills and Attitudes principles and ICAO competencies
Appendix 3	Moved
Appendix 3	Clarification regarding overall competency against appendix 9, non-technical competence, Knowledge, Skills and Attitudes principles and ICAO competencies
Appendix 3	Tolerances with PBN, 3D and 2D requirements
Appendix 3	New paragraph with guidance on testing challenges on 4 th generation aircraft
Appendix 4	Moved and policy on FSTD use for UPRT defined
Appendix 5	Moved and policy on training and testing in aircraft revised
Appendix 6	Moved
Appendix 7	Moved. Examiner certificates removed and revisions on licensing and checking of licences
Appendix 8	Moved with expanded guidance to operators
Appendix 8	Guidance for the use of 3 rd party examiners
Appendix 8	Training design guidance to operators, incorporation of appendix 9 testing with ATQP or EBT mixed implementation and use of competencies
Appendix 8	Incorporating and complying with HF requirements alongside recurrent training
Appendix 8	Expansion of examiner standardisation requirements including Human Factors
Appendix 9	New appendix clarifying policy around TRI
Appendix 9	Clarification of licence endorsements and privileges
Appendix 9	TRI and SFI revalidation and renewal requirements and policy including TRI examiners
Appendix 9	Placeholder for TRI and EBT
Appendix 10	Moved
Appendix 11	Moved, guidance on CAP 804 status clarified and links added
Appendix 12	Moved and revised with link for applications
Appendix 13	Moved – Updated to cover new rules on GDPR

The following IN's
have been
incorporated within this
document:

2014/109 - Procedures for examiner to sign licences to renew privileges
2016/44 - UPRT on FSTD
2016/49 - Use of aircraft when FSTD available
2016/74 - Extension of examiner certificate to further types
2016/101 - Temporary licence certificate
2017/22 – TRI/SFI Revalidation and Renewal
2013/17 - TRI Examiners (a)(5)
2012/123 - Examiner Refresher Seminars

Comments also
incorporated from
the following

2014/174 - Cold temperature corrections
2016/84 - CFIT under radar control

11/11/2018 11:11:11

GLOSSARY AND DEFINITIONS

AAL	Above Aerodrome Level
ADI	Attitude Direction Indicator
AFM	Aircraft Flight Manual
AIC	Aeronautical Information Circular
AIR-OPS	Commission Regulation (EU) No 965/2012 (as amended)
ANO	Air Navigation Order
AOC	Air Operator's Certificate
AoC	Assessment of Competence for Part-FCL
APP	Approach
ATC	Air Traffic Control
ATPL	Airline Transport Pilot Licence
ATO	Approved Training Organisation
ATQP	Alternative Training Qualification Program
Behaviour	A measurable way a person responds or reacts
CAATI	Civil Aviation Authority Training 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
CRZ	Cruise
Competency	Human Performance indicator and observable behaviour
DA	Decision Altitude
DES	Descent
DH	Decision Height
EAAT	Examiner Authorisation Acceptance Test
EFATO	Engine Failure After Take-Off
EBT	Evidenced Based Training (including Mixed implementation EBT)
EAOc	Examiner Assessment of Competence
EASA	European Aviation Safety Agency
EFIS	Electronic Flight Instrument System
EGPWS	Enhanced Ground Proximity Warning System
EVAL	Evaluation phase
EVS	Enhanced Vision Systems
FAF	Final Approach Fix
FI	Flight Instructor
FMC	Flight Management Computer
FMS	Flight Management System
FOI	Flight Operations Inspector

FOM ATO&FCL	Flight Operations Manager (Training, ATO & FCL)
FOTI	Flight Operations Training Inspector
FTO	Flying Training Organisation
FPV	Flight Path Vector
GBR	EASA designation for the United Kingdom
GE	Ground Examiner
GND	Ground
GPWS	Ground Proximity Warning System
IFR	Instrument Flight Rules
HUD	Head Up Display
HUGS	Head Up Guidance System
ILS	Instrument Landing System
ISI	In-seat instruction
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRI	Instrument Rating Instructor
KSA	Knowledge, Skills and Attitudes
LDG	Landing
LNAV	Lateral Navigation
LOC-I	Loss of control in-flight
LOE	Line Oriented Evaluation
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
LVO	Low Visibility Operation
MAPt	Missed Approach Point
MDA	Minimum Descent Altitude
MDH	Minimum Descent Height
MPA	Multi-Pilot Aeroplane
MPH	Multi-Pilot Helicopter
MSA	Minimum Safe Altitude
MV	Manoeuvres Validation
NDB	Non-Directional Beacon
NOTAM	Notice to Airmen
NPA	Non-Precision Approach
OB	Observable Behaviour
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
Performance Criteria	Statements used to define required levels of performance
PBN	Performance Based Navigation
PLD	Personnel Licensing Department
PM	Pilot Monitoring
PF	Pilot Flying
Proficient	Demonstration of necessary skills, knowledge and attitudes
PT	Public Transport
PVD	Paravision Display
RA	Resolution Advisory
RCAA	Regulation Civil Aviation Aircrew
RMI	Radio Magnetic Indicator
RTF	Radiotelephony
RTO	Rejected Take-Off
RVR	Runway Visual Range
SA	Situational Awareness
SBT	Scenario based training or assessment
SE	Senior Examiner
SEP	Single Engine Piston
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SLMG	Self-Launching Motor Glider
SMS	Safety Management System
SOP	Standard Operating Procedure
SPHPCA	Single-Pilot High Performance Complex Aeroplanes
SRE	Surveillance Radar Element
STD	Synthetic Training Device
TA	Traffic Advisory
TCAS	Traffic Alert and Collision Avoidance System
TI	Training Inspector
TEM	Threat and Error Management
TMG	Touring Motor Glider
TO	Take-Off
TSPG	Training Standards & Policy Group
TRE	Type Rating Examiner
TRE(SPA)	Type Rating Examiner (single pilot aircraft)
TRI	Type Rating Instructor
TRI(SPA)	Type Rating Instructor (single pilot aircraft)
UK	United Kingdom (GBR)
UK CAA	United Kingdom Civil Aviation Authority

UPRT	Upset Prevention and Recovery Training
VMC	Visual Meteorological Conditions
VSD	Vertical Situation Display
VSI	Vertical Speed Indicator
3D Operation	Three Dimensional Operation
2D Operation	Two Dimensional Operation

1 INTRODUCTION

- 1.1 Commission Regulation (EU) No 1178/2011 (as amended)– the EASA Aircrew Regulation came into force on 8 April 2012 and is defined as Part FCL. The requirements in the regulation shall be adhered to.
- 1.2 The instructions, policy and guidance detailed in this document 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)) for United Kingdom (GBR) and EASA licences. Additional guidance material is also included. In accordance with ARA.205, Examiners shall comply with the instructions, policy and Guidance contained herein.
- 1.3 The UK CAA issues flight crew licences and ratings in accordance with the requirements of the Aircrew Regulation and Part ARA. The UK CAA shall ensure that the applicant has qualified by reason of knowledge, competence and skill to hold the appropriate licence or rating. The UK CAA will therefore certify suitably experienced and qualified pilots as examiners to conduct the necessary skill tests or proficiency checks.
- 1.4 The examiner's certificate is derived from the Air Navigation Order (ANO) 2016 Article 168 and examiners shall remember that in these tests they are administering the Aircrew Regulation in the interest of the safety of civil aviation.
- 1.5 An examiner shall hold a certificate detailing the privileges that he may exercise. In this role, the examiner shall be mindful that he is performing a function on behalf of UK and European Law even when conducting skills tests (ST) or proficiency checks (PC) within his own company.
- 1.6 Nothing in this document is intended to conflict with the EASA Aircrew Regulation 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.
- 1.7 Any advice concerning the conduct of skill tests and proficiency checks for a MPA or SP HPC(A) may be obtained from Examiners, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex RH6 0YR. email – examiners@caa.co.uk.
- 1.8 CAA Standards Documents are available on the CAA website as follows:
 - Go to [CAA Publications](#)
 - To open a document, click on its title in the list.
- 1.9 It is mandatory for pilots to inform Licensing Applications (examiners@caa.co.uk) of changes to their contact details.
- 1.10 Skill tests/proficiency checks are carried out on UK issued licence holders should be conducted in accordance with this document. Knowledge of this document and its practical application is vital for the examiner's conduct and assessment of skill tests or proficiency checks. (For assessment of operator proficiency checks see Appendix 13.)
- 1.11 References to the masculine gender used in this document equally apply to the feminine where appropriate and vice versa.

2 DEFINITIONS

- 2.1 A Skill Test is a demonstration of skill for licence or rating issue (e.g. LST).
- 2.2 A Proficiency Check is a demonstration of skill to revalidate or renew ratings (e.g. LPC).
- 2.3 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.
- 2.4 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.
- 2.5 In this document the Examiner Assessment of Competence (EAoC) is for an initial issue, or revalidation or renewal of an examiner certificate.
- 2.6 Commercial Air Transport – means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration in accordance with AIR OPS.
- 2.7 **Meaning of public transport:**
- 2.7.1 The aircraft is not flying on a commercial air transport flight (see 2.6 above);
and
- 2.7.2 That valuable consideration is given or promised for the carriage of passengers or cargo in the aircraft on that flight;
or
- 2.7.3 the flight is operated by the holder of a national air operator's certificate or an AIR OPS air operator certificate and any passengers or cargo are carried gratuitously in the aircraft except for persons specified in paragraph 2.7.4 or cargo specified in paragraph 2.7.5.
- 2.7.4 The persons referred to in paragraph 2.7.3 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 the ANO or AIR OPS.
- 2.7.5 The cargo referred to in paragraph 2.7.3 is cargo intended to be used by any persons specified in paragraph 2.7.4 or by the operator.
- 2.8 **Aerial Work;**
- 2.8.1 Means any purpose other than commercial air transport or public transport, for which an aircraft is flown if valuable consideration is given or promised for the flight or the purpose of the flight.
- 2.8.2 If the only such valuable consideration consists of remuneration for the services of the pilot the flight is deemed to be a private flight for the purposes of Part 3 and Part 4 of the Air Navigation Order (ANO).
- 2.8.3 Aerial work consists of instruction or testing in a club environment if it consists of the giving of instruction in flying or the conducting of flying tests for the purposes of the ANO in an aircraft owned by, operated by or operated under arrangements entered into by a flying club of which the person giving the instruction or conducting the test and the person receiving the instruction or undergoing the test are both members.

3 EXAMINER CERTIFICATES

3.1 *Examiners*

- 3.1.1 Examiners shall 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.
- 3.1.2 **Shall 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.

3.2 *Special conditions*

- 3.2.1 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 UK 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.

3.3 *Examination outside the territory of the Member States*

- 3.3.1 In the case of skill tests and proficiency checks provided in an ATO located outside the United Kingdom, the UK 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 UK CAA an adequate level of knowledge of European aviation safety rules to be able to exercise examiner privileges.
- 3.3.2 The certificate referred to in paragraph 3.3.1 shall be limited to providing skill tests and proficiency tests/checks:
- a) outside the territory of **EASA Member states**; and
 - b) to pilots who have sufficient knowledge of the language in which the test/check is given.

3.4 *UK Policy for compliance with FCL.1015 – Examiners' Standardisation*

Holders of an examiners certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same as that which issued the examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority.

3.4.1 *Introduction*

The purpose of the examiner briefing is to comply with the Commission Regulation EU No 1178/2011 The Aircrew Regulation to ensure that any examiner who holds a certificate issued by the UK CAA or a certificate issued by a non-UK EASA state is familiar with the UK's administrative procedures, requirements for the protection of personal data, individual liability and insurance, and the associated fees.

3.4.2 *Application*

- a) For UK authorised examiners - FCL.1015 paragraph (b)(3) requires all UK CAA issued examiners to receive a briefing on the national administrative procedures, requirements for the protection of personal data, liability, accident insurance and fees. This will be completed during the UK Examiner Standardisation Course.

- b) All non-UK Examiners conducting skill tests, proficiency checks or assessments of competence on UK licence holders are required to be fully conversant with UK CAA procedures.
- c) Also for non-UK authorised examiners – FCL.1015(c)(1) requires the examiner to inform 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) The competent authority is required to develop procedures to designate examiners for the conduct of skill tests (ARA.FCL.205(c)).
- e) All non-UK CAA authorised examiners wishing to conduct a skill test, proficiency check or assessment of competence on an applicant who holds an EASA pilot license issued by the UK, shall refer to the EASA Examiner Differences Document, FCL.1015(c).
- f) The UK CAA is required under ARA.FCL.205(b) to maintain a list of all examiners exercising the privileges of their examiner's certificate within the United Kingdom. This list will be published and updated on a regular basis.
- g) All personal data will be handled in accordance with UK Data Protection Act 1998.
- h) make themselves familiar with the UK CAA briefing material.

4 EXAMINER CERTIFICATES, PRIVILEGES AND CONDITIONS

4.1 Examiner certificate and endorsements

The Licensing Certificate is issued separately to the pilot's licence and will identify which privileges the examiner may exercise

Privileges are indicated in brackets next to the specified aircraft types on the examiners licensing certificate and in the privileges and conditions column.

Example Licensing Certificate examiner entry

Certificate	Valid to Date	Aircraft	Privileges and Conditions
TRE(A)	XX/XX/XXXX	A320 (FFS)	FCL.1005.TRE applies as in (a)(1)to(a)(3) (a)(4) (a)(5) And OPC

Endorsement Meanings

Licence Certificate Entry in (Brackets)	Privileges
(FFS)	Simulator privileges only
(A/c)	Aircraft privileges only
(A/c & FFS)	Aircraft and simulator privileges
(A/c - T/os & ldgs only')	Aircraft – take-off and landings only

Privileges and conditions meanings

PRIVILEGES AND CONDITIONS		TRE Aeroplane	SFE Aeroplane
(a)(1)	Skill Tests for initial issue of type ratings	Yes	Yes
(a)(2)	Proficiency Checks for revalidation or renewal of type ratings	Yes	Yes
(a)(2)	Proficiency Checks for revalidation or renewal of IRs	Yes (must hold a valid IR(A))	Yes (Current LPC*)
(a)(3)	Skill Tests for ATPL issue	Yes	Yes
(a)(4)	Skill Test for MPL issue (provided FCL.925 complied with)	Yes (application/approval for privileges required)	Yes (application/approval for privileges required)
(a)(5)	AoC for issue, revalidation and renewal of a TRI or SFI certificate	Yes (application/approval for privileges required)	Yes (application/approval for privileges required)
And OPC	Suitable to conduct OPC's.	Yes	Yes

(*) See **ORS 4 1090** derogation

Initial examiner certificates are usually issued with (a)(1) to (a)(3). (a)(4) and (a)(5) are subject to further application and approval.

If the certificate is issued for aircraft privileges only then the examiner cannot conduct testing or checking in a simulator. Similarly, if the certificate is issued for simulator privileges only then the examiner cannot conduct testing and checking in an aircraft. If an examiner wishes to add either aircraft or simulator privileges to their certificate then he will be required to undertake further training at an ATO and pass an EAoC on the aircraft or simulator as appropriate.

Note: 'T/O&Ldgs Only' is issued when there is no requirement to conduct airborne emergencies on a test due to the existence of an adequate FSTD. The 'take-off and landing only' restriction does permit transit flights providing no abnormal and emergency procedures are practised.

Note: If the examiner holds a new examiner licensing certificate with signature blocks, the Senior Examiners or CAATI may sign and date the on revalidation or renewal. However, application must have been made to examiners@caa.co.uk and the test must have been designated by the UK CAA. Evidence of an examiner refresher seminar must also have been received. If this is not possible, application to examiners@caa.co.uk must be made for a new examiner certificate.

4.2 TRE, SFE AND CRE MULTIPLE AUTHORITIES AND PRIVILEGES

Examiners who wish to have multiple authorisations and privileges for the purposes of Commercial Air Transport and/or Public Transport may do so according to the following:

4.2.1 Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE), including examiners with SP HPC(A) privileges only:

- a) Up to two aircraft only, in the multi-pilot aircraft or SP HPCA types.

4.2.2 Class Rating Examiner (CRE) covering non-complex single pilot class or type only:

- a) Three Piston Engine Class or;
- b) Three Turbo Propeller Types or;
- c) One Turbo Propeller Type and one piston engine class or;
- d) One Turbo Propeller Type and any class (SEP or MEP).

4.2.3 Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE) including SP HPC(A) and Class Rating Examiner (CRE) covering non-complex single pilot type:

- a) One single pilot type and one multi-pilot type.

The above mirrors the commercial air transport requirement for multiple type and class operations as described in ORO.FC.240. Flight Operations have determined the above criteria as acceptable for commercial air transport and public transport operations. Those examiners wishing to have non-commercial or public transport authorities may do so conditional on meeting normal Part-FCL requirements.

5 LIMITATIONS OF PRIVILEGES IN CASE OF VESTED INTERESTS

5.1 Part-FCL.1005 states an examiner shall not conduct:

- (a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:
 - (1) to whom they have provided more than 25% of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or
 - (2) when they have been responsible for the recommendation for the skill test, in accordance with FCL.030(b);
- (b) skill tests, 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 economic interests/political affiliations, etc...

6 PREREQUISITES FOR EXAMINER

- 6.1 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 UK CAA. The UK 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.
- 6.2 Applicants for an examiner certificate shall demonstrate that they 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.
- 6.3 A TRE shall hold a valid Class 1 Medical Certificate issued in accordance with Part-MED.
- 6.4 An SFE shall satisfy the prerequisites as detailed in Part FCL.1010.SFE.

7 EXAMINER STANDARDISATION

- 7.1 Applicants for Examiner Certificates are required to have completed an examiner standardisation course provided by the UK CAA or by an ATO approved by the UK CAA. The content of the Standardisation Course is detailed in Part-FCL.1015, AMC1 FCL.1015, AMC2 FCL.1015 and GM1 FCL.1015. See also Standards Document No. 41 for further guidance.
- 7.2 For revalidation of an Examiners Certificate see **paragraph 9 and 11.**
- 7.3 For renewal of an Examiners Certificate see **paragraph 10 and 11.**

8 EXAMINER VALIDITY

- 8.1 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.
- 8.2 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 Part-FCL Subpart K. Consequently, an instructor who is also an examiner may have different expiry dates for the two qualifications.
- 8.3 Examiners should note that examining privileges may only be exercised when the corresponding instructor qualification is valid.
- 8.4 To maintain the privileges of an examiner certificate an examiner shall conduct at least 2 skill tests, proficiency checks or assessments of competence every year during the validity of the certificate.

In the event that this recency is not met the examiner may be observed conducting a skill test, proficiency check or assessment of competence under the supervision of CAATI or an SE accepted for the purpose who would then confirm the examiner's competence to exercise privileges.

8.5 *Examiner medical status*

- 8.5.1 A TRI/TRE who encounters a loss of class 1 medical certification may continue to conduct tests in an FFS only under the following circumstances:
- The TRI/TRE has FFS privileges on existing certificates;
 - Respective SFI and SFE certification has been applied for and in process;
 - Validity requirements to hold and exercise an SFI and SFE are complied with;
 - Acceptance has been gained from the UK CAA Flight Operations; a temporary licensing certificate (SRG1100) for the SFI and temporary Examiner Certificate (SRG1100a) for the SFE has been issued by an Authorised UK CAA Inspector;
 - The examiner and ATO must state that they have adopted the risk and assessed the examiner as fit to conduct the detail without any detriment to safety, the effectiveness of the test to be conducted or the well-being of the instructor or examiner.
- 8.5.2 Once an SFI/SFE has been issued, they may remain on an examiners licensing certificate and the SFI/SFE privileges may be exercised at any time provided the validity requirements of the SFI and SFE as defined in Part-FCL subpart J and K are fulfilled. Upon regaining class 1 medical certification the examiner may return to exercising TRI and TRE privileges, provided the validity requirements of a TRI and TRE as defined in Part-FCL subpart J and K respectively are fulfilled.

9 EXAMINER REVALIDATION

- 9.1 An examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:
- a) Conducted at least two skill tests, proficiency checks or assessments of competence every year;

- b) The examiner shall have attended an examiner refresher seminar provided by the UK CAA or by an approved ATO during the last year of validity;
 - c) 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 CAATI or by a SE specifically authorised for this purpose. When arranging this EAoC, the examiner shall ensure that there is sufficient seating for all occupants in the simulator or aircraft and that the CAATI is able to listen to all communications.
- 9.2 Examiners may make arrangements for the EAoC at any mutually convenient time during the 12 months preceding the expiry date. The new validity will run for three years from the expiry date of the current certificate.
- 9.3 The EAoC shall be conducted in accordance with the format as described in **Appendix 1**.
- 9.4 A useful, but not necessarily all-encompassing revision sheet is included at **Appendix 11**.
- 9.5 In addition to the three-yearly EAoC, CAATIs 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 being observed.
- 9.6 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.
- 9.7 With the prior agreement of TSPG, 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.
- 9.8 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.
- 9.9 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 an 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.
- Aircraft privileges may be revalidated in an FFS provided an initial AoC had been completed in an aircraft. If the TRE aircraft privileges are revalidated in an FFS, the AoC shall include an in-seat exercise simulating aircraft examining.

10 EXAMINER RENEWAL

- 10.1 If an examiner certificate has expired, the applicant will be required to attend an examiner refresher seminar and undertake an EAoC. The expiry of the certificate shall be three years from the date of the EAoC. *(Note: an examiner refresher seminar is valid for one year)*

It is expected that the candidate undergoes internal training and observes and conducts LST or LPC/OPC details under supervision prior to demonstrating competence at an EAoC. The number of details would be at the discretion of the ATO depending on relevant experience.

11 EXAMINER REFRESHER SEMINAR

- 11.1 Part-FCL 1025(a) – *An examiner certificate shall be valid for 3 years.*

Part-FCL 1025(b)(2) – Revalidation and renewal criteria for examiner certificates includes the requirement for the holder *'to attend an examiner refresher seminar provided by the*

competent authority or by an ATO and approved by the competent authority, during the last year of the validity period'.

11.2 **Scope**

The examiner refresher seminar will provide refresher training to examiners that covers their knowledge and practical understanding of all elements of the examiner standardisation course syllabus as detailed in AMC1.FCL.1015. It shall also cover changes in regulation and policy which have occurred since the delegate examiner completed his or her initial examiner standardisation course or last seminar and include subjects as promulgated periodically as required by the UK CAA TSPG. The UK CAA will closely monitor provision of this approved activity.

11.3 **Requirements for examiner seminars are as follows:**

General:

- An ATO must hold a specific approval from the UK CAA to conduct examiner refresher seminars. These are required to be monitored as part of the UK CAA management system and shall be periodically audited.
- An examiner refresher seminar will normally be a full day course and examiners shall attend the whole of the seminar. To gain maximum benefit from sharing feedback and experience, seminars are ideally held with a number of candidates present. This will be subject to CAA oversight. If one off seminars are required for individuals, the CAA shall be informed.
- The facilitator of the seminar shall either be a UK CAATI, a UK Senior Examiner or a TRE course tutor. Other persons may be accepted at the discretion of the UK CAA. Persons shall be nominated by the ATO for the purpose.
- An examiner seminar does not usually fulfil any requirements to attend an instructor refresher seminar, however some ATO's may incorporate an acceptable element of instructor refresher alongside the examiner elements within this course.
- An examiner shall attend an examiner refresher seminar in the last year of their validity period. Whilst not a formal requirement, it is recommended that examiner attend a refresher seminar prior to conducting an assessment of competence.
- The ATO shall establish a procedure with the UK CAA for informing the UK CAA of an individual's attendance at a seminar, for example a Course Completion Certificate. Once completed, this should be sent by the candidate or the ATO to **examiners@caa.co.uk** with any respective application for revalidation of an examiner certificate.

Minimum required syllabus:

- A review of the full contents of the examiner standards course in accordance with AMC1.FCL.1015 (d 1&2) and AMC 1.FCL.1025
- A review of current and revised CAA policies, Forms, Standards Documents, CAPs, Information Notices, Guidance material etc.
- CAA administrative procedures for the renewal of type and class ratings.
- Vested interests of examiners.
- Procedure for the conduct of assessments of competence for the TRE/SFE AoC
- Procedure for the assessment of competency for TRI and SFI certificates.
- Applicability of appeal procedures under CAA Regulations.
- Examiner briefing and debriefing techniques incorporating Human Factors, TEM, facilitation.
- Data protection regulations

- Health, safety and environment
- Additional content as periodically advised by the UK CAA TSPG, for example sector risk information.

12 APPLICATION AND ADMINISTRATION PROCEDURE

12.1 *Application procedure*

12.1.1 For an initial application, once the Examiner Standardisation course has been booked, the examiner applicant will submit an application and the appropriate fee to **examiners@caa.co.uk**. This should normally be at least 16 weeks before the requested EAoC.

12.1.2 For a revalidation, an application for an EAoC together with the appropriate fee shall first be sent to **examiners@caa.co.uk** a minimum of eight weeks prior to a requested assessment date.

12.1.3 Where an applicant requests that an EAoC is conducted by an SE, this is a discretionary approval by **examiners@CAA.co.uk** and the FOM ATO&FCL.

12.1.4 It is the responsibility of Examiners to notify **examiners@caa.co.uk** immediately of any changes to their circumstances that may affect the validity of the certificate and any privileges attached. Examples of such changes could be: change of aircraft type, ceasing to exercise the privileges of the certificate, loss of licensing privileges and medical fitness.

12.1.5 Log Books and Licences need not be submitted unless requested.

12.1.6 No applications will be progressed unless the application form has been completed correctly and returned to Licensing Applications, together with all the relevant fees. The CAA makes no provision for the production of an invoice before payment is made.

12.1.7 Fees payable are laid down in the CAA Flight Crew Licensing Scheme of Charges.

12.1.8 On completion of the Examiner Standardisation Course, the applicant shall ensure that they have been given exposure to company OPC/LPC/LSTs by observation and supervision. The chief tutor, course tutor or a senior examiner shall confirm that the applicant is fully trained by submitting Form SRG3105 prior to the EAoC.

12.1.9 *Contact Addresses:*

For General Enquiries on Examiner matters, including CRE Certificates and Applications:

Examiners
Civil Aviation Authority (SSC)
Aviation House
Gatwick Airport South
West Sussex RH6 0YR

E-mail: **examiners@caa.co.uk**

12.2 *Administration Procedure for the Applicant under test for an LST/LPC*

12.2.1 After debriefing the crew, the examiner shall complete the required documentations as below:

a) PASS

- i. SRG1119A/B/C as required. The applicant is responsible for sending it to Licensing Applications (examiners@caa.co.uk)
- ii. SRG1158 to be retained by examiner, or company equivalent.
- iii. SRG2199. One copy to be given to the applicant, and copies to the competent authorities responsible for the applicant and the examiner, and one copy retained for the examiner's record.

Note: Some large ATO's/operators have an arrangement with the CAA where the data required for an SRG2199 is submitted monthly via a spreadsheet or electronic report. This may be used in lieu of an SRG2199 if accepted by the CAA. Operators should email customerservices@caa.co.uk to apply for this concession.

- iv. Sign the Certificate of Revalidation in the applicant's licence if authorised to do so by the applicant's competent authority.

Note: If a candidate's certificate of revalidation section is full, an additional certificate of revalidation page may be obtained by emailing customerservices@caa.co.uk. This may be completed and retained alongside the licence as evidence of a valid rating.

b) **PARTIAL PASS** (failure of five items or less) or INCOMPLETE (items outstanding)

- i. SRG1119A/B/C as required – to be presented to the next examiner by the candidate
- ii. SRG1158 to the applicant to present to the next examiner and one copy for the examiner's record.
- iii. SRG2199 – May be required if the 2nd attempt is going on to be conducted by a third-party examiner or ATO and the examiner wishes to formalise retraining and retesting requirements.

c) **For a FAIL** (more than five items or a failed re-test)

- i. SRG1119A/B/C as required. The applicant is responsible for sending it to Licensing Applications.
- ii. SRG1158 to be retained by examiner.
- iii. SRG2199. One copy to be given to the applicant and copies to the competent authorities responsible for the applicant and the examiner, and one copy retained for the examiner's record.

Note: FCL.1030(b)(3) requires the examiner to provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate. This report shall include:

- A declaration that the examiner has received information from the applicant regarding his experience and instruction, and found that experience and instruction complying with the applicable requirements in this Part;
- Confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
- The result of the test, check or assessment of competence.

The examiner report form SRG2199, or company training records if accepted by the authority, contains the necessary information to meet this requirement.

12.3 Extract from FCL.740.A

- c) Single-pilot single-engine class ratings – Validity and Revalidation. Single-pilot single-engine class ratings are valid for two years from the date of issue, or the date of expiry if revalidated within the validity period, unless otherwise determined by the operational suitability data, established in accordance with Part-21.

- 1) All single-engine piston aeroplane class ratings (land) and all touring motor glider's ratings – Revalidation. For revalidation of single-pilot single-engine piston aeroplane (land) class ratings and/or touring motor glider class ratings the applicant shall;
 - (i) within the three months preceding the expiry date of the rating, pass a proficiency check in the relevant class in accordance with Appendix 9 to Part-FCL with an examiner; or
 - (ii) within the 12 months preceding the expiry of the rating complete 12 hours flight time in the relevant class, including:
 - A) 6 hours of pilot-in-command time;
 - B) 12 take-offs and 12 landings; and
 - C) A training flight of at least one hour's duration with an FI(A) or CRI(A). Applicants shall be exempted from this flight if they have passed a class or type rating proficiency check or skill test in any other class or type of aeroplane.
- 2) When the applicant holds both a single engine piston aeroplane (land) class rating and a touring motor glider rating, they may complete the requirements in (1) above in either class and achieve a revalidation of both ratings.
- 3) If an examiner (e.g. TRE, SFE, CRE, etc) has satisfied himself/herself that the requirements above have been fulfilled, they may revalidate the rating and endorse the pilot's licence accordingly and complete and submit an SRG1119E. If the examiner is uncertain if the requirements have been fulfilled or is not satisfied with the evidence provided, then the examiner must not complete this process.

13 FORMS

13.1 *Temporary Certificate of Part-FCL Licence Privileges for Ratings or Certificates*

Commission Regulation (EU) No. 1178/2011 (as amended) – Annex VI - ARA.FCL.215(d) permits Competent Authorities to develop procedures to permit Part-FCL privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examinations and requirements for a licence application, pending the issue or endorsement on the licence or certificate.

- 13.1.1 Such Temporary Certificates (TCs) are valid only for UK CAA Part-FCL (or JAR FCL) licence holders and SFI/SFEs whose Competent Authority is the UK CAA. TCs are therefore not available for initial issue of licences and are not available to anyone whose licence or certificate is subject to any UK CAA licensing action, including the suspension or restriction of privileges where associated conditions have not been discharged.
- 13.1.2 TCs may be valid, for a **maximum period of 8 weeks**, from the date of successful completion of the Part-FCL requirements for the issue of the rating or certificate
- 13.1.3 The 8-week validity period commences on the day that the associated flight test, AoC, ZFTT or Base Training, as applicable, have been successfully completed, not on the date of application, and it may not be extended. Applications for ratings or certificates should therefore be submitted promptly, well within the Temporary Certificate's 8-week validity period, to avoid the risk of TC expiry before endorsement of the rating or certificate sought on the applicant's licence.
- 13.1.4 If any application requirements are found not to have been met on processing, previously issued TCs will be suspended, and the main application may be rejected.
- 13.1.5 UK and non-UK Examiners must follow procedures for designation.
- 13.1.6 The Temporary Certificate Form SRG1100 - Temporary Certificate of Licence Privileges for Ratings or Certificates or SRG1100A- Temporary Licensing Certificate for Examiner Privileges

may be completed digitally before printing (preferable method), or may be printed and completed manually.

13.2 SRG1100 Temporary Certificate of Part-FCL privileges for ratings or certificates

13.2.1 SRG1100 TCs may apply to the following:

a. Ratings:

- Class – Single Engine and/or Multi Engine (Land and/or Sea)
- Type - Single Pilot and/or Multi Pilot
- Instrument Rating (IR) - including extension of privileges to include Low Visibility “LVO”
- Mountain
- En-route Instrument (EIR)
- Sailplane Cloud

b. Certificates:

- Flight Instructor (FI)
- Class Rating Instructor (CRI)
- Instrument Rating Instructor (IRI)
- Type Rating Instructor (TRI)
- Synthetic Flight Instructor (SFI)

13.2.2 May be issued and signed only by holders of valid Part-FCL Examiner Certificates, qualified to conduct the relevant Skill Test, Proficiency Check, or Assessment of Competence. An issuing examiner bears the responsibility for ensuring that an applicant has met **all** training, testing and regulatory requirements for the Part-FCL Rating or Certificate applied for, is not seeking a TC in relation to initial issue of a licence and is not subject to any CAA licensing action, as outlined in Paragraph 2.1. Examiners must bear in mind that issue of TCs is not mandatory and that, even where criteria for issue have been satisfied, they retain final discretion over whether to issue to a particular individual. Any TC issued contrary to these criteria will be invalid, and any examiner involved in such issue may themselves be investigated and subject to enforcement action, depending on the circumstances.

Once the requirements for a licence application have been completed, this temporary licensing certificate may be issued by the examiner, Head of Training of an ATO or authorised signatory. A copy should be retained by the examiner. Until the candidate receives their new licence from the CAA they should retain the temporary licence and carry it about them when exercising the privileges.

Note: ORO.FC.220(e) requires ZFTT graduates to commence LIFUS within 21 days of completing their training course. The approved ZFTT-partnering AOC is responsible for ensuring that this occurs. The validity of the SRG1100 shall be for period of 8 weeks from completion of the ZFTT course and the validity date shall be completed by the ATO.

Any such post-TC further aircraft training requirement must be noted in the “Additional Privileges/Restrictions/Remarks” section of the SRG1100 Form, with the remark “Aircraft training to be completed”. When exercising newly obtained privileges in an aircraft on the strength of a TC, pilots must carry evidence of completion of any other prior aircraft training requirement. For example, Form SRG1112 must be carried to prove that aircraft take-off and landing (base) training has also been completed satisfactorily. The validity of the SRG1100 shall be for period of 8 weeks from completion of the Base Training and the validity date shall be completed by the ATO.

13.3 SRG1100(a) Temporary Licensing Certificate for Examiner Privileges

13.3.1 SRG1100A TCs may apply to the following:

a. Examiner Certificates:

- Flight Examiner (FE)
- Type Rating Examiner (TRE)
- Class Rating Examiner (CRE)
- Instrument Rating Examiner (IRE)
- Synthetic Flight Examiner (SFE)
- Flight Instructor Examiner (FIE)
- Senior Examiner (SE)

13.3.2 May be issued and signed only by an authorised CAA Training Inspector or holders of UK CAA Senior Examiner Certificates, qualified to conduct the relevant Assessment of Competence. An issuing Inspector or Senior Examiner bears the responsibility for ensuring that an applicant has met **all** training, testing and regulatory requirements for the Part-FCL Examiner Certificate applied for and is not subject to any CAA licensing action, as outlined in Paragraph 2.1. Senior Examiners are reminded to ensure:

- SEs must only proceed with a SFE/TRE AoC when the correct application has been received and authorisation from **examiners@caa.co.uk** or CAA Flight Operations (ATO&FCL) has been received.
- SEs must check that a valid examiner refresher seminar has been completed and evidence retained and a copy submitted with the TS10, if the applicant hasn't done so already.
- If a seminar hasn't yet been completed (which is within the applicants rights). The AoC may proceed, however an SRG1100A shall not be issued or an examiner certificate signed, candidates are reminded that they cannot exercise privileges beyond their current expiry until this has been completed. If less than 8 weeks validity remaining, the examiner may submit evidence of completion then an SRG1100A may be issued based on the date of the AoC.
- Initial SFE, TRE, and each third revalidation EAoCs shall always be conducted by a UK CAA Training Inspector. SE AoCs shall always be conducted by a CAA Training Inspector. Renewal AoCs may be delegated to an appropriate SE, however Flight Operations shall make an objective decision based on experience and time expired and may require a CAA Training Inspector.
- Examiners, ATOs and Operators are reminded that an Examiner certificate may be revalidated at any stage within the last year of validity and the original expiry date may be preserved.

If the EAoC is successful, depending on the status of the check and current expiry of the examiners authority, this temporary licensing certificate may be issued by the CAATI or SE or the examiner certificate signed. A copy shall be retained by the examiner under assessment. Until the examiner under assessment receives their new certificate from the CAA they should attach a copy of the licensing certificate to each copy of Form SRG2199 submitted to **(examiners@caa.co.uk)**.

Note: If issued, a temporary certificate shall only be valid for 8 weeks from the date of the test or AoC. Applications to licensing or examiners must be made in a timely manner after the test to avoid expiry and the CAA will endeavour to process the application within this 8-week period. However, this 8-week period cannot be extended, this certificate may only be issued once and the pilot must monitor this date and cannot exercise privileges beyond this expiry date.

Note: If the examiner holds a new examiner licensing certificate with signature blocks, the Senior Examiners or CAATI may sign and date the on revalidation or renewal. However, application must have been made to **examiners@caa.co.uk** and the test must have been designated by the UK CAA. Evidence of an examiner refresher seminar must also have been received. If this is not possible, application to **examiners@caa.co.uk** must be made for a new examiner certificate.

13.4 Pilots and examiners wishing to use a TC must:

- Carry a signed TC (SRG1100) when exercising the associated privilege;
- Carry a signed TC (SRG1100A) when exercising the associated privilege;
- Hold a valid Part-MED medical certificate appropriate to the licence/privilege being exercised, except when exercising SFI/SFE privileges under a TC;
- Carry evidence that any additional Part-FCL requirements are met. Examples include the need to show that line flying under supervision (LIFUS) has been started within 21 days of the examination date, when operating under a zero flight time training (ZFTT) Type Rating TC;
- Ensure that the original Form SRG1100 or SRG1100A, as applicable, and any copies bear the examiner's signature. No photocopied signatures are permitted.

13.5 *SRG2199 – The Examiner Report Form*

Note: Some large ATO's/operators have an arrangement with the CAA where the data required for an SRG2199 is submitted monthly via a spreadsheet or electronic report. This may be used in lieu of an SRG2199, if accepted by the CAA.

13.5.1 The Examiner Report Form is made up of five sections. The completion of the form is self-explanatory. Section 1 contains the applicant details. Section 2 contain the examiner certificate of completion for a skill test, proficiency check or revalidation of experience for multi and single pilot type and class ratings, ATPL skill test and instrument ratings. Section 3 is used for instructor assessments of competence. Section 4 is used for examiner assessments of competence. Section 5 is the new Notice of Failure section. When giving the reason(s) for failure state which items were failed and give details of why those items were failed.

13.5.2 The training requirement should prescribe the minimum amount of simulator/aircraft time and whether the training is handling, non-handling or both. It shall state the aspect(s) to be trained.

13.5.3 The Examiner Report Form is required to be retained by the examiner for 5 years. A copy of the form should be given to the applicant and a copy of the form sent to the competent authorities responsible for both the applicant and the examiner.

13.5.4 Care shall be taken to ensure that the applicant reads, as well as signs, this form.

13.5.5 Any comment on, or disagreement with, an examiner's test/check evaluation/assessment made during a debrief will be recorded by the examiner on the test/check report, and will be signed by the examiner and countersigned by the applicant in the event of a failure.

13.5.6 Operators need to ensure that this requirement is catered for in their check recording systems.

13.5.7 The examiner report form requires that a minimum training recommendation be made. If the examiner cannot decide what this retraining is to be (for whatever reason) then the form shall still be issued and the wording similar to "Retraining requirements to be decided by the ATO" should be entered against this requirement.

13.5.8 The examiner report form should be used by all UK certified examiners who conduct a test/check or assessment of competence for the issue, revalidation or renewal of a licence, rating or certificate to any pilot irrespective of the State of Issue of the licence holder. The examiner report form should be used by any examiner authorised in accordance with the Aircrew Regulation who conducts a test/check or assessment of competence for the issue, revalidation or renewal of a licence, rating or certificate to a pilot with a UK issued licence.

13.6 **Form SRG1119 Issue/Re-Validation/Renewal**

13.6.1 **These are the application forms for:**

Additional Aeroplane Type/Class Rating – Single/Multi-pilot and Revalidation/ Renewal of UK/EASA Type/Class and/or Instrument Rating (Aeroplane). This is made up of three forms SRG1119A for initial issue, SRG1119B for revalidations and SRG1119C for renewals.

13.7 **Form LST/LPC MPA (SRG1158)**

13.7.1 The title of Form SRG1158 is 'MPA Type and SP HPC(A) Type Rating, Skill Test and Proficiency Check Schedule – Examiner's Record'.

13.7.2 Where companies combine the licensing check with an operator check they may use an approved customised form, provided that the schedule of items remains the same.

13.7.3 The combined form shall be used by the examiner to record the details and results of skill tests and training for the initial issue of an MPA and SP HPC(A) type rating and/or application for the grant of an ATPL, the proficiency check and instrument rating revalidation.

13.7.4 Sections one to five shall be completed. Section six is for pilots employed by companies holding approval for Low Visibility Operations (LVOs). It is a stand-alone item and does not affect the skill test or proficiency check. However, if it is failed the applicant cannot carry out LVOs.

13.7.5 SRG1158 primarily covers the technical requirements of a test, however both technical and non-technical competence shall be checked and an individual can be failed for any unacceptable technical or non-technical deficiency.

Notes:

1. In the case of single-pilot high performance complex aeroplanes, for an applicant with both SP and MP privileges, the examiner should use one form and for items 2.5, 3.9.3.4, 4.3, 5.5 and at least one manoeuvre/procedure from section 3.4, draw a horizontal line through the item box and annotate the attempt number and result for both SP and MP operations. The completed SRG1158 might look like this:

	Checked in FFS A/C	Attempt number (1 or 2)	Examiners initial and date test completed
2.5 Take-offs with simulated engine failure	FFS SP	1	16/6 DR
	FFS MP	1	16/6 DR

14 **SKILL TESTS AND PROFICIENCY CHECK SCHEDULING**

- 14.1 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 prior to an LST 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.

For large operators or ATO's, where a rating has expired no longer than 3 months and where procedures for management of expiries and recency are defined with operations manuals and accepted by the UK CAA, an examiner may conduct a renewal proficiency check or AoC without a certificate of training completion.

- 14.2 The mandatory items to be covered in the skill test/proficiency check are identified in Form SRG1158.
- 14.3 The examiner shall conduct each skill test or proficiency check in such a manner as to conform to the guidance given by the UK CAA and ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required by the test/check.
- 14.4 During a proficiency check the examiner shall verify an acceptable level of competence according to the operators grading system and the minimum standards required by appendix 9.

15 LICENSING SKILL TEST AND LICENSING PROFICIENCY CHECK

15.1 *Licensing Skill Test*

- 15.1.1 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 any more than 25% of the total training, the examiner should not conduct the last training detail ahead of the test. 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.
- 15.1.2 The applicant shall pass all items of the skill test (see assessment system below) within six months of commencing the type rating course. The application for the rating shall be made within six months of passing the skill test.
- 15.1.3 For both MPA and SP HPC(A) the test will grant an Instrument Rating for the type and may be combined with the OPC.
- 15.1.4 *When a skill test is performed examiners should check that **all** the practical training has been completed within the previous six months.*

Note: *Form SRG1158 may be used to both evidence completion of the minimum required training items and for recording items tested. However, operators may utilise their electronic training records as an alternative method, this shall be acceptable to the UK CAA.*

15.2 *Licensing Proficiency Check*

- 15.2.1 All above applies except that the left hand portion of the form "practical training" can be ignored, as can the items marked "M Skill test only".
- 15.2.2 Items 3.4.0 to 3.6.9 – the Authority recommends that an examiner should rotate the six selected items to ensure that all items are checked over a three-year period or as agreed with the operator's FOI. Appendix 1 to OPS 1.965(a)2(i) and AMC1 ORO.FC.230(a)(4)(i)(A) requires non-ATQP operators to establish an aircraft/FSTD training programme which ensures that all major failures of aircraft systems and associated procedures will have been covered in the preceding three year period.

Note: Three items is the minimum number of items from each of the two groups.

- 15.2.3 Operators that conduct their recurrent training and checking programme as part of an approved ATQP or EBT Mixed Implementation may have an alternative training programme, however may still be governed by training requirements over a 3 year cycle within part ORO.

15.3 *Skill Test/Proficiency Check Retraining*

- 15.3.1 Following a partial pass the examiner may recommend additional training. After a failed test or check retraining is mandatory as determined by the examiner. This retraining can be given at any appropriate time, but shall be completed before any re-test items are flown. There is no limit to the number of skill tests/proficiency checks that may be attempted. (A company may have its own policy on the matter).

15.4 *Proficiency Check Validity*

- 15.4.1 A proficiency check is valid for one year from the date of the check including the remainder of the month. If the proficiency check is carried out within three months of the expiry of the rating then the new expiry of the rating is one year from the current expiry.

16 INSTRUMENT RATING PRIVILEGES

- 16.1 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.

17 LANGUAGE PROFICIENCY

Note: Further and updated information will be available on the CAA website and represents the latest information.

- 17.1 All aeroplane, airships, powered lift aircraft and helicopter pilots, flight navigators and air traffic controllers need to hold valid language proficiency endorsement for radio communication. The UK CAA can only endorse English language proficiency levels on licences issued by the UK CAA.

ICAO has published a Standard that requires flight crew of aircraft using radiotelephony to be proficient in the language used for communication. For domestic flights, the language may be that of the State concerned, but for international flights the language shall be English.

- 17.2 Form 1199 is for the informal evaluation of ICAO Language Proficiency in English at level six - Expert. Language proficiency at level six does not require periodic re-evaluation so it is considered desirable for UK licence holders, the majority of whom will be native English language speakers, to be informally evaluated at level six. Full guidance is given in this form.

- 17.3 Language skills will be rated on a scale of 1 to 6 (as defined by ICAO) and a pilot must achieve a minimum of level 4. If a pilot is graded at level 4 or 5 the pilot will need to be retested regularly, once a pilot achieves level 6 they will not need to be retested. The pilot will then have a language proficiency endorsement at section XIII - Remarks of their licence, and a validity date if anything other than level 6. In the UK, a pilot will need to do the retest as follows:

- Level 4 – every 4 years from the date of assessment
- Level 5 – every 6 years from the date of assessment

- 17.4 In order to get the endorsement, a pilot will need to demonstrate to an examiner that they are able to do the following:

1. Communicate effectively voice-only and face-to-face
2. Communicate on common and work-related topics with accuracy and clarity
3. Use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work-related context
4. Be able to use language effectively in a difficult or emergency work-related situation or communication task, that you have not encountered before
5. Speak in an accent or dialect that can be understood

If a pilot holds and instrument rating (IR) or en-route instrument rating (EIR) you must be able to demonstrate your English language proficiency to a level that will allow you to:

1. understand all the relevant information for all phases of flight, including preparation
2. use radiotelephony in all phases of flight, including emergencies
3. communicate with crew members during all phases of flight, including preparation

17.5 There are a number of ways you can be tested for your language proficiency level, as follows:

- **At a radiotelephony test:**

A UK approved examiner holding a level 6 proficiency in English can assess you during your practical test for the UK FRTOL. If the pilot's language level does not meet a level 6 then you will need to go to an expert assessor, such as a CAA approved language school.

- **At a flight test: or proficiency check:**

A UK approved examiner holding a level 6 proficiency in English can assess a pilot during a practical test. However, if the pilot's language level does not meet a level 6 then a pilot will need to go to an expert assessor, such as a CAA approved language school. Examiners cannot make an initial assessment, but cannot upgrade a pilot from 4 or 5 to a level 6, for this then pilot will need to go to an expert assessor, such as a CAA approved language school.

- **Through a language school:**

UK CAA approved type rating examiners (TREs), flight examiners (FEs) and class rating examiners (CREs) holding level 6 proficiency in English can assess your English language proficiency level as part of a licence proficiency check for renewal or revalidation of a rating or certificate. If a pilot's language level does not meet a level 6 then you will need to go to an expert assessor, such as a CAA approved language school.

A candidate must ensure the school is approved by the CAA. Details of these organisations are published in **Standards Document 31 (pdf)**

- **At a training organisation:**

A number of approved training organisations (ATOs) will offer language training modules as part of your overall training package, and if approved to do so by the CAA the ATO will be able to assess language proficiency.

17.6 EASA member states assessments are only accepted as part of a change of licensing state

17.7 Examiners may use form SRG1199, or complete the relevant section on form SRG1119 or as part of a licensing application.

APPENDIX 1 – EXAMINER ASSESSMENT OF COMPETENCE, LST/LPC/OPC

A1.1 The aim of the EAoC is for the examiner to demonstrate his competence to exercise the privileges of an examiner certificate. Should an examiner fail an EAoC, they will be presented with the examiner report form SRG2199 or TS10 Failure Certificate, and shall undergo suitable retraining, as determined by the Head of Training of an ATO and agreed with the **Flight Operations Manager ATO&FCL** before being retested.

A1.2 For the purposes of an EAoC, the crew under test/check should be representative and properly constituted unless accepted by the Flight Operations Manager ATO&FCL. The crew under test/check should not normally contain a Senior Examiner (SE), or another examiner. CAT operators should also refer to ORO.FC.230.

- A1.3 When the EAoC is conducted in a simulator for the initial issue or revalidation of an examiner certificate the test/check shall be a skill test, licence proficiency check, operator proficiency check or a combination of these. observation of an LOE is not acceptable.

For operators conducting the EAoC within a mixed implementation EBT programme, the EAoC may be conducted within the evaluation and manoeuvres validation phase. The EBT module should contain items detail in A1.10 of this Appendix within the EVAL and MV phases of the module. An EAoC cannot be conducted in the SBT phase of any mixed implementation EBT module.

- A1.4 Human factors shall always be assessed appropriately so that an examiners effectiveness in assessing non-technical skills and pilot competencies can be confirmed.
- A1.5 When an examiner adds or transfers to a different aircraft type he may qualify on that type as an examiner without an AoC after completion of the respective TRI qualification.
- A1.6 When arranging a test, the examiner shall ensure that there is sufficient seating for all occupants in the simulator and that the CAATI or SE is able to listen to all communications.

A1.7 The Format of the EAoC

- A1.7.1 The CAATI 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.

- A1.7.2 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 at an appropriate stage of the briefing.

A1.7.3 Conduct of the Simulator Detail

The examiner under assessment will:

- a) If an FFS is used, check that it is EASA approved and for skills tests and renewals that the ATO has additionally approved the device for use. For OPC's, the training organisation shall also have approved the device for use as part of their management system.
- 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.

Note: The TSPG places a 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 assess the entire Health and Safety briefing no matter how familiar with the device he may be.

A1.7.4 Post-simulator or Flight Procedures

- a) Immediately after exiting the simulator or returning to the briefing facility, the crew should be encouraged to retire to a suitable rest area. No indication of the test result should be given at this stage.
- b) The examiner under assessment will complete the simulator or aircraft technical log.
- c) The examiner under assessment will be given time to review his contemporaneous notes and then give the CAATI or SE a summary of his assessment.
- d) Then the CAATI 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 CAATI or SE may discuss and clarify any points arising from the detail.
- g) The examiner under assessment will have an oral check of knowledge of rules and regulations pertaining to privileges i.e. Part-FCL Subparts F, J and K, CAA additional guidance, policy and procedure i.e. Standards Docs
- h) The CAATI or SE will check the correct completion of check forms, certificates of revalidation etc.
- i) The CAATI or SE will debrief the examiner under assessment.

A1.7.5 **CAATI or SE Administration Procedures for an EAoC**

After an EAoC has concluded, the CAATI or SE will complete a TS10 including details of the Assessment conducted, a narrative on performance of the examiner and award grades in accordance with the examiner competencies and performance markers.

Pass:

Complete TS10 and e-mail to **examiners@caa.co.uk**

If required, issue a provisional authority or temporary certificate and dated for an 8-week validity. The candidate should be given one copy and the other retained by the CAATI or SE.

Fail:

Examiner Report Form SRG2199 – one copy should be given to the examiner under assessment, one copy to Examiners and one copy to be retained by the CAATI or SE. Alternatively the TS10 failure form can be used instead of the SRG2199.

After completion of the TS10, applicants will be emailed a copy to the email address provided. This information is regarded as confidential and will not be shared outside of the CAA beyond the applicant, notwithstanding data protection regulations.

A1.8 **Aim of the test/check**

A1.8.1 The aim of the test/check is to:

- a) determine whether, by practical demonstration, the applicant has reached/maintained the required level of technical and non-technical competence 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 operational standards are maintained, and where possible improved, throughout the aviation industry, by requiring the demonstration of technical and non-technical competency.

A1.9 **Conduct of the test/check/AoC - general**

A1.9.1 When conducting the test/check or AoC examiners shall;

- a) ensure no language barriers exist;
- b) ensure the applicant complies with all the qualifications, training and experience requirements;
- c) 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.

- d) ensure the applicant is made aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience;
- e) revalidate the IR(A) as part of a combined type and IR skill test or proficiency check.

A1.9.2 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.

A1.10 *Conduct of the test/check – appendix 9/srg1158*

A1.10.1 The items marked M (mandatory) on form SRG1158 and in Part-FCL Appendix 9 show the minimum practical exercises that shall be tested/checked. At the discretion of the examiner additional items may be selected 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. SRG1158 only defines the technical requirements of training and testing in accordance with Appendix 9; non-technical competency shall be incorporated and assessed throughout in accordance with Part FCL Appendix 9.

A1.10.2 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.

A1.10.3 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.

A1.10.4 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.

A1.10.5 *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 SRG1158 form.

Attempt 2 and Retest of items.

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. Retest item(s), attempt number two shall not be repeated.

A1.10.6 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.

A1.10.7 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.

A1.10.8 **Repeats.**

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 they consider that the applicant has made a minor error and it is clear that the applicant is aware of the issue and how to resolve without requiring training input. 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. If an examiner decides that a repeat is appropriate in any item, it would not usually be passed to day 2. If this cannot be resolved within the same detail, the examiner should consider awarding a fail in that item to ensure the crew member does not exercise the privileges of their rating until the issue is resolved. Repeats shall not be passed on to another examiner.

A1.10.9 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, the candidate 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 SRG1158 form but shall be recorded on company paperwork.

PASS / REPEAT / FAIL FLOW DIAGRAM