



Standards Document 03(H), Version 03

**EASA Aircrew Regulation Annex I - Part-FCL,
Subpart D**

**Notes for the Guidance of Applicants taking the CPL Skill Test
(Helicopters)**

Please note that this document is for guidance purposes only. The latest version of this document can be viewed on the CAA website

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Foreword

This document sets out the guidance for applicants taking the **Skill Test** for the grant of a **Commercial Pilot's Licence (CPL)** Helicopter. The information will help applicants prepare for this flight test, but it must be remembered that aspects mentioned here are of a general nature only and do not give precise details of each exercise or manoeuvre.

Nothing in this document is intended to conflict with the **EASA Aircrew Regulation (Regulation (EU) 1178/2011 as amended)**, 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.

The **Civil Aviation Authority** is the competent authority of the UK for the issue of pilot licences, ratings and certificates in accordance with **EASA Annex I Part-FCL (the Aircrew Regulation)** 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.

This document and other **Civil Aviation Authority (CAA) Standards Documents** are available on the CAA web site at: www.caa.co.uk

These may be downloaded without charge. The **CAA Scheme of Charges**, application and report forms are also available from the website at www.caa.co.uk.

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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
AoC	Assessment of Competence
ATC	Air Traffic Control
ATO	Approved Training Organisation
CPL	Commercial Pilot Licence
CRM	Crew Resource Management
EASA	European Aviation Safety Agency
FEH	Flight Examiners Handbook
FE (CPL)	Flight Examiner Commercial Pilot Licence (Helicopters)
FE (PPL)	Flight Examiner Private Pilot Licence (Helicopters)
FI	Flight Instructor
FNPT	Flight Navigation Procedures Trainer
FS or FFS	Flight Simulator or Full Flight Simulator
FSTD	Flight Simulation Training Device
GRE	Ground Examiner
GPS	Global Positioning System
GM	Guidance Material
GNSS	Global Navigation Satellite System
ME	Multi-Engine
Part FCL	EASA Aircrew Regulation - Annex 1 – Part-FCL
Proficiency Check	Demonstration of skill for the revalidation or renewal of a licence or rating, including oral examinations as may be required.
RF	Registered Facility
RT	Radiotelephony
SE	Single-Engine
SEP	Single-Engine Piston
SET	Single-Engine Turbine
Skill Test	Demonstration of skill for the issue of a licence or rating
SP or SPH	Single-Pilot or Single-Pilot Helicopter
SSC	Shared Services Centre
TEM	Threat and Error Management
TRE	Type Rating Examiner
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions

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Part 1 General Information

- 1.1 Successful completion of the CPL Skill Test may satisfy the requirements of a Licensing Skill Test for a Type rating; provided that evidence is available that all of the training and testing requirements (including the Technical Knowledge examination) have been completed. The appropriate Type Rating will be added to the applicant's licence.
- 1.2 The Type Rating issued from the CPL Skill Test will be valid for the period stated in EASA Part - FCL.
- 1.3 Throughout these notes 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 or renewal of a pilot's licence or rating.
 - "He / She". The pronoun 'he' is used throughout for ease of reading.
 - "Training Organisation" is used to indicate any organisation or facility authorised by the CAA to carry out training for the issue of a CPL (H) and so will include all Approved Training Organisations (ATO) so authorised.

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Part 2 Preparations, Provision of Helicopters and Test Bookings

2.1 *Flight Test Preparation*

2.1.1 **Requirements:**

The CPL Skill Test shall be taken within 6 months of the completion of training and all sections of the test must be completed within 6 months of the first attempt.

2.1.2 **Ground examinations and training:**

Before a skill test for the issue of a licence, rating or certificate is taken, the applicant shall have passed the required theoretical knowledge examination, except in the case of applicants undergoing a course of integrated flying training.

In any case, the theoretical knowledge instruction shall always have been completed before the skill tests are taken iaw FCL.030 (a).

2.1.3 **Flight training:**

An applicant for the CPL Skill Test shall have received instruction on the same type of aircraft to be used for the flight test. Applicants shall not be presented for the test until the syllabus requirements outlined in EASA Part-FCL (Appendix 3) for CPL training have been met in full.

2.1.4 **Recommendation for test:**

The applicant for a skill test shall be recommended for the test by the organisation/person responsible for the training, once the training is completed iaw FCL.030 (b). Qualified Military Pilots should provide a completed CAA Form SRG 2133. (Note: FCL .1005 precludes examiners conducting a test when they have been responsible for the recommendation for the skill test, or have a vested interest).

The training records/pilots log book shall be made available to the examiner.

2.1.5 **Previous tests – SRG 2197**

Applicants who have previously attempted the CPL Skill Test must produce to the Examiner the previous test result forms SRG 2197 and SRG 2129 that shows the reasons for failure and any re-training requirement and a new Recommendation for Test (see Appendix 1).

2.1.6 **Medicals:**

Applicants should be in possession of a UK issued EASA Part-MED Class 1 medical certificate at the time of the test. The medical certificate shall be shown to the Examiner. If the certificate is out of date the Examiner may still conduct the test, but the applicant should be aware that, regardless of the outcome, he will not be permitted to use his licence or rating until the certificate is revalidated. If a Class 2 medical is held the applicant should be aware he will not be issued with a CPL until a Class 1 medical is gained

2.1.7 **Flight Radio Telephony Operator's (FRTO) Licence:**

An applicant will be required to hold a UK FRTO licence or have passed the required examinations prior to attempting the CPL Skill Test.

2.2 *Provision of Helicopters*

2.2.1 Applicants must provide a helicopter for the CPL Skill Test. The helicopter, its equipment and documentation, must be approved by the CAA for the purpose. The Helicopter used for the test shall meet the requirements for training helicopters as outlined in Standards document 7A/H.

2.2.2 Helicopters used for the CPL Skill Test must be equipped and maintained to a recognised and accepted maintenance standard. It must have a certificate of airworthiness issued or accepted by an EASA Member State to enable the applicant to obtain a type rating for licence issue.

2.2.3 The helicopter must be fitted with duplicate primary flying controls for use by the applicant and Examiner. Swing-over flying controls are not acceptable.

2.2.4 Flight, engine and associated ancillary instruments as required by ANO - **Schedule 6**. Instruments must be readily visible to both the Examiner and the applicant.

- 2.2.5 Wheel brakes, undercarriage controls, engine controls, fuel controls and cabin fire extinguishers must be either duplicated or positioned so that they are accessible to both the Examiner and applicant.
- 2.2.6 The helicopter must be suitable for demonstrating all aspects of the training syllabus.
- 2.2.7 Radio navigation equipment should be installed including at least one VOR or ADF receiver. GNSS equipment where fitted, must have the latest software edition if required for use during the skill test.
- 2.2.8 Helicopters must be equipped with a VHF Transceiver and a two-way intercommunication must be fitted, for use by the Examiner and applicant. In flight communication should be carried out using headsets.
- 2.2.9 A stopwatch or other suitable timing device should be provided for use by the applicant. This may be part of the helicopter equipment or provided separately.
- 2.2.10 A means of screening from external reference must be provided to simulate flight by sole reference to instruments. Head worn visors or goggles may be used for this purpose.
- 2.2.11 The CAA shall not be responsible for the provision of insurance for the applicant taking the skill test. It is necessary for the operator to maintain an insurance policy that adequately covers the helicopter, applicant and the Examiner during the conduct of the flight test.

2.3 *Test Bookings*

- 2.3.1 Applications for test must be made to Flight Test Bookings at Gatwick. An examiner will be designated for each test. Applicants may be allocated a CAA Staff Examiner and for a test or a test may be observed by a CAA examiner/inspector as part of the CAA's oversight requirements. Once an examiner has been designated the examiner can only be changed by Flight Test Bookings. In exceptional circumstances, for example following a delayed test due to weather where the examiner is unable to accommodate the re-scheduled test, the CAA may designate a different examiner. Tests are normally arranged for a test date as close as possible to the date requested, however applicants may be required to accept a delay where examiner availability is limited or where oversight activity by the CAA is required.
- 2.3.2 The fee for the ST is prescribed in the CAA Scheme of Charges for Personnel Licensing which is available on the CAA web-site. Fees must be paid at the time of the booking. Applicants will be required to show evidence of payment for their test before the flight can proceed. Industry examiners travel related expenses should be discussed separately with the examiner.
- 2.3.3 Other than in extraordinary circumstances, examiners associated with or affiliated to the ATO conducting the training (including those employed by or working under contract to the ATO) will not normally be designated to conduct skill tests for students trained at that ATO.

Part 3 Conduct of the Test

3.1 Preview of Events

- 3.1.1 This section will outline those items that the Examiner considers as he constructs the profile. Section 3.2 gives details of the contents of the Initial Briefing; Sections 3.3 and 3.4 describe the Main and Pre Flight Briefing; Sections 3.5 and 3.6 the Planning and Weather considerations that are required. Sections 3.7 details Flight and 3.8 Post Flight Debrief.
- 3.1.2 The CPL Skill Test will be conducted by a Flight Examiner or Inspector authorised by the CAA. EASA Part-FCL details the test schedule and standards required. The Examiner will conduct each test to meet the required schedule and achieve a meaningful, fair and valid assessment. He will give the applicant clear and unhurried instructions and will check that the applicant has understood what he has been asked to do.
- 3.1.3 Applicants will be assessed on all aspects of the helicopter operation. Sound handling skills are essential as well as airmanship, navigation, instrument flying, correct R/T phraseology, captaincy, spatial awareness and overall flight management skills which should be commensurate with those of a commercial helicopter pilot. The CPL Skill Test flight tolerances are at Appendix 3. The Examiner may elect to evaluate certain aspects by oral questioning.
- 3.1.4 The CPL Skill Test is divided into five main sections:
- | | |
|-----------|---|
| Section 1 | Pre/Post Flight Checks and Procedures. |
| Section 2 | Hover Manoeuvres, Advanced Handling and Confined Areas. |
| Section 3 | Navigation - En-route procedures. |
| Section 4 | Flight Procedures and Manoeuvres. |
| Section 5 | Abnormal and emergency procedures. |
- 3.1.5 The CPL Skill Test is intended to be flown as a complete flight including navigation and general handling manoeuvres. However, as agreed between the applicant and the Examiner, the En Route Procedures may be flown as a separate flight.
- 3.1.6 If the skill test is completed in two parts, both parts shall be conducted by the same Examiner on the same day. The overall result of the attempt shall not be assessed or recorded until all sections have been completed. Each part of the attempt shall be recorded on separate test report forms SRG 2197 and clearly marked with the attempt/series number.
- 3.1.7 The sequence in which the sections may vary depending on the circumstances. Briefing and planning will be completed in approximately 2 hours, the pilot's pre-flight inspection in 30 minutes. The Navigation - En Route section, including Instrument Flying and Radio Tracking, normally takes about 1 hour and the Hover Manoeuvres, Advanced Handling and Confined Areas combined about 1 hour. Section 5 may be combined, at the discretion of the Examiner, with Sections 1 through 4, or, flown as a separate section. The complete skill test may last about 4 hours and 30 minutes, and will be followed by a post flight debriefing by the Examiner.
- 3.1.8 The flight test will be conducted in a helicopter certificated for single pilot operation.
- 3.1.9 The CPL Skill Test is very demanding; it is appreciated that even the most competent pilots can make mistakes, however this does not necessarily mean that a failure should result.
- 3.1.10 The following notes reflect the style and sequence of the briefing that the applicant may expect to hear. However, the Examiner may make variations in the delivery of the briefing and may have to modify the sequence in which items are briefed and flown.

3.2 Initial Briefing

- 3.2.1 The purpose of the initial briefing is to check that the applicant has completed the necessary training and experience requirements, to establish the aim of the flight test and check that he is aware of those planning resources that he will require. This briefing will normally take about 10 minutes.

3.2.2 At the pre-arranged time the Flight Examiner will meet the applicant. A check will be made to ensure that the applicant has the necessary equipment and documentation including:

- Pilots licence with helicopter rating (if applicable).
- Personal flying logbook (including evidence of any re-training if this is not the first attempt).
- UK issued EASA medical certificate.
- A form of photo identity e.g. valid passport, or ID card.
- Certificate of Course Completion/Recommendation for Test and a previous attempt forms SRG2197 and SRG 2129 if applicable..
- Evidence of successful completion of all theoretical knowledge examinations.
- Appropriate helicopter technical and insurance documents.
- Two headsets - Examiners may carry their own headset but a spare unit should be available for the flight.
- Two copies of the authorised helicopter check list.
- Instrument flying screens, visors or goggles.
- Current publications for the routing and airfields.
- Planning material including a blank flight log, map and navigation equipment.
- Any relevant CAA correspondence such as a letter of assessment or retraining requirements.
- Proof of payment for the test.

3.2.3 The Examiner will outline the content of the CPL Skill Test.

3.2.4 The applicant will be given the Examiner's weight for his Performance and Mass & Balance calculations.

3.3 *Main Briefing*

3.3.1 The Examiner will give a comprehensive briefing covering all aspects of the flight. During the briefing the applicant should ask questions at any time if he is unclear about any aspect. This briefing would normally take 30 minutes. The Examiner may not brief in the sequence below, but will cover all the relevant items in his briefing.

3.3.2 Briefing will include:

a. **The purpose of the flight:**

The purpose of the flight is for the applicant to demonstrate his ability to plan and conduct a simulated passenger carrying Commercial Air Transport flight whilst acting as pilot-in-command and operating as a single pilot. The briefed profile shall be conducted in VMC and the flight will include simulated helicopter emergencies and general flying manoeuvres. Passenger safety, comfort and reassurance must be considered throughout the flight. The applicant is asked to assume that the Examiner is a passenger, and as such can only offer basic assistance. The Examiner will act as the Safety Pilot when flight in simulated IMC takes place.

b. **The applicant's responsibilities:**

The Examiner will explain that all the duties and decisions necessary for the safe and practical conduct of the flight, in accordance with current legislation, will be the responsibility of the applicant. The applicant should liaise with ATC but if ATC instructions conflict with the briefing these will take priority; the Examiner will only intervene if he decides to do so for reasons of safety or clarification.

c. **Checklists:**

Throughout the flight the applicant will be expected to use the authorised helicopter checklist. The applicant is to assume that the test is the first flight of the day and will