

Standards Document No. 69, Version 8

Policy and Guidance for Senior Examiners (A)

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AMENDMENT SUMMARY

Version 8

Editorial revisions

Update of Glossary

References to CAA Licensing and Training Standards replaced by Training Policy Group

Examiners@CAA.co.uk e-mail address added

Head of Flight Crew Standards replaced by Flight Operations Manager AOC Training

Use of an SE to conduct initial AoC's

Use of an OPC during an AoC

Simulator user approval withdrawn

Introduction of new TS10 (which now includes the SRG2199)

Update of CAA forms

Inclusion of privileges for an SE holding only an SFE Certificate

A note stating that Flt Ops reserves the right to conduct an additional EAoC on a type for which the SE does not hold a valid SFE/TRE

Clarification on the minimum content of an EAoC simulator detail

Pre-course study guide updated; EASA links added

GLOSSARY

AIC	Aeronautical Information Circular
ANO	Air Navigation Order
AoC	Assessment of Competence
AOC	Air Operator's Certificate
ATC	Air Traffic Control
ATO	Approved Training Organisation
ATPL	Airline Transport Pilot Licence
ATQP	Alternative Training Qualification Program
CRM	Crew Resource Management
CS-FSTD A	Certification Specification Flight Simulation Training Device Aircraft
EBT	Evidenced Based Training
FLT OPS	Flight Operations
FE	Flight Examiner
GE	Ground Examiner
FOM AOC Training	Flight Operations Manager AOC Training
IRI	Instrument Rating Instructor
LOE	Line Orientated Evaluation
LPC	Licence Proficiency Check
LST	Licence Skill Test
L&TPG	Licensing and Training Policy Group
MCC	Multi-crew co-operation
MPA	Multi-Pilot Aircraft
SE	Senior Examiner
SARG	Safety and Airspace Regulation Group
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
TI	CAA Training Inspector
TRE	Type Rating Examiner
TRE (SPHPCA)	Type Rating Examiner (Single Pilot High Performance Complex Aircraft)
TRI	Type Rating Instructor

1 INTRODUCTION

These instructions are written for Senior Examiners (SEs) conducting an assessment of Competence (AoC) for revalidation/change of type on Type Rating Examiners (TREs), and Synthetic Flight Examiners (SFEs) in simulators.

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.

1.1 Senior Examiner Status

The qualification of Senior Examiner derives from FCL.1020 in Regulation for Civil Aircrew Annex 1 (also known as Part-FCL). This states that “Applicants for an examiner certificate shall demonstrate their competence to an inspector from the competent authority or a *senior examiner* specifically authorised to do so by the competent authority responsible for the examiner’s certificate through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, de-briefing and recording documentation.”

This establishes the need for the standardisation of examiners carried out by CAA Training Inspectors (TIs) and Senior Examiners (SEs). Since Senior Examiners are an integral part of this process, it follows that they are required to maintain high professional standards themselves.

A Senior Examiner shall hold an examiner certificate detailing the privileges that may be exercised as specified in the paragraphs that follow.

1.2 Senior Examiner Privileges

- a) A Senior Examiner may conduct an AoC to revalidate a SFE/TRE certificate in an approved simulator. Note: A senior examiner holding only an SFE certificate may not revalidate a TRE certificate.
- b) A Senior Examiner may, at the discretion of Flight Operations, conduct an AoC to renew a SFE/TRE up to two years from the date that the privileges were last exercised. Note: A senior examiner holding only an SFE certificate may not renew a TRE certificate.
- c) A Senior Examiner can conduct an AoC for a change of aircraft type on a current SFE/TRE certificate. Note: A senior examiner holding only an SFE certificate may not conduct a change of type on a current TRE certificate.
- d) A Senior Examiner may be authorised on more than one type provided that he is a current SFE/TRE on the additional type(s). Note: A Senior Examiner employed by an ATO or AOC may conduct an SFE/TRE EAoC on types for which he does not hold an SFE/TRE certificate; however, this privilege applies only to those examiners employed by the ATO or AOC.
- e) When a Senior Examiner transfers to a different aircraft type and qualifies on that type as SFE/TRE (by normal process), transfer of Senior Examiner authorisation is subject to application and administrative action only.

Note: *Whilst Part-FCL permits a Senior Examiner to have privileges to conduct initial Assessments of Competence for examiners, Flt Ops policy is to restrict this privilege to CAA Inspectors only. Under exceptional circumstances approval may be given by the Authority to complete an initial AoC.*

Note: Historically, a Senior Examiner could revalidate or renew instructor privileges. This privilege now only extends to those TREs or SFEs with an FCL.1005.TRE TRE or 1005 .SFE SFE (a)(5) endorsement on their examiner's certificate. However, all SEs will retain Grandfather privileges until a new SE Certificate is issued (eg for revalidation or variation); (a)(5) privileges will then be added to their SFE/TRE certificate.

2 MINIMUM QUALIFICATIONS

The minimum qualifications for an SFE/TRE who is seeking authorisation to conduct AoC's on SFEs/TREs are as follows:

2.1 General

A Senior Examiner must demonstrate to the UK CAA that he can maintain a minimum recency of 2 AoC's per year on UK examiners.

Note: The initial application for nomination as a Senior Examiner should be made on Form SRG/1819, whilst an application for a revalidation should be made on form SRG/1820 and 1820(b).

2.2 Licence Requirements

The applicant must:

- a) Hold or have held an ATPL;
- b) Hold a current SFE/TRE certificate on the type(s) requested for Senior Examiner certification – but see 1.2d) above regarding extended privileges.

2.3 Experience Requirements

The applicant must:

- i) Have a minimum of three years' experience as an SFE/TRE immediately preceding the application;
- ii) Produce a record of 12 tests conducted as an SFE/TRE on the aircraft type(s).

2.4 PRE-Course Observation

The CAA may elect to conduct a check of the candidate conducting an LST, LPC or Operator Proficiency Check (OPC) prior to acceptance for the Senior Examiner course.

3 SENIOR EXAMINER RESPONSIBILITIES

A Senior Examiner will be responsible for the following:

- a) Developing and promoting consistent, and where applicable, cross-fleet standards
- b) Ensuring the involvement of the SFE/TREs in maintaining standards
- c) Raising the standards of awareness and performance of the flight crew
- d) Ensuring that any test/check is efficient and complies with legal requirements

4 SENIOR EXAMINER TRAINING PROCESS

4.1 *Pre-course study*

Before attending the Training Course, Senior Examiner applicants will be expected to have a working knowledge of current legislation. A pre-course study guide is enclosed for reference – see Appendix 1.

4.2 *Senior Examiner Training Course*

4.2.1 The course will last two days and will take place at the CAA Safety and Airspace Regulation Group Headquarters, Aviation House, Gatwick. The tutor will be a Training Inspector from FLT OPS.

4.2.2 The course includes the following main elements:

- a) Legislation
- b) Requirements for training and testing
- c) Simulator qualification process
- d) Briefing and de-briefing the SFE/TRE and the crew
- e) Assessment of SFE/TRE competence
- f) Roles of the Senior Examiner
- g) CAA administrative requirements, documentation and recording, liability and data protection

4.2.3 *Post course procedure*

After completing the two-day Senior Examiner course, the candidate will be required to observe a TI conducting an SFE/TRE AoC (a 'shadowing observation'). This can pose logistical problems and candidates are urged to liaise closely with their training departments to ensure timely arrangements are made (see notes below).

On completion of the shadowing observation, candidates will undertake a Senior Examiner practice observation of an SFE/TRE AoC under the supervision of a TI.

*Note: Applications for candidates for the shadowing observation, practice observation and final AoC should be made on a Form **SRG/3104A**. Reference must be made, in the appropriate tick boxes, as to whether the observation is for the shadowing, practice or the SE AoC.*

Following the practice observation, a TI will conduct the Senior Examiner AoC, during which the Senior Examiner conducts an AoC on an SFE/TRE. The format follows that of the three-yearly assessment described in paragraph 5 below. The SFE/TRE candidate for this Senior Examiner AoC must not be a Senior Examiner. When arranging this test, the Senior Examiner must ensure that there is sufficient seating for all occupants in the simulator and that both the Senior Examiner and the TI are able to listen to all communications.

The Senior Examiner Certificate will be issued following a successful AoC.

Note: 1 The AoC must be conducted within one year of the Senior Examiner course completion date. Failure to comply will result in the prospective Senior Examiner having to attend another two-day course.