



Flight Examiner Manual

Module 1 - General



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List of acronyms

ACH	Asymmetric Committal Altitude/Height
AoA	Angle of Attack
AoC	Assessment of Competence
AOC	Air Operator Certificate
AOM	Aerodrome Operating Minima
ASI	Air Speed Indicator
CAT	Commercial Air Transport
EBT	Evidence Based Training
ETA	Estimated Time of Arrival
FNCM	Fly-Navigate-Communicate-Manage
ID	Identification Document
KSA	Knowledge, Skill and Attitude
ME	Multi-Engine
MEL	Minimum Equipment List
MPO	Multi-Pilot Operation
MS	Member State
MTOM	Maximum Take-Off Mass
NAA	National Aviation Authority
NCC	NON-COMMERCIAL COMPLEX OPERATIONS
NCO	NON-COMMERCIAL OTHER THAN COMPLEX OPERATIONS
OPC	Operator Proficiency Check
PC	Proficiency Check
PPAA	Power-Performance-Analysis-Action
SOP	Standard Operating Procedure
SPO	Single-Pilot Operation
TEM	Threat and Error Management



Glossary of terms

Candidate	means the person being tested or checked by the Examiner. This person may be a pilot for whom the test or check would be required, or the inspector of the competent authority who is conducting the examiner certification acceptance test.
Conversion report	means a report on the basis of which a licence may be converted into a Part-FCL licence.
Credit	means the recognition of prior experience or qualifications.
Credit report	means a report on the basis of which prior experience or qualifications may be recognised.
Examiner	means the person certified to conduct a skill test, proficiency check or an assessment of competence.
Examiner applicant	means the person seeking certification as an Examiner.
Flight manual or other appropriate document	means aeroplane flight manual, rotorcraft flight manual, pilot operating manual, operation manuals, navigation charts or any other document required to ensure safety of flight.
FSTD qualification	means the level of technical ability of an FSTD as defined in the compliance document.
FSTD user	means the organisation or person requesting training, checking or testing through the use of an FSTD.
Inspector	means the inspector of the competent authority conducting the examiner assessment of competence.
Operator (policy)	means the person or organisation responsible for the management of the aircraft and their applicable operating procedures. This information may be included in the AFM, pilot operating manuals, and company operations manuals as applicable.
Senior Examiner	A senior examiner is an examiner specifically tasked by the competent authority to observe skill tests or proficiency checks for the revalidation of examiner certificates.
Airmanship	The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.
Competency	A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.
Test	For brevity in this manual where the term Test is used, this applies to a Skill test or Proficiency Check or Assessment of Competence where applicable to the Licence, Rating or Certificate being sought by the Candidate.



1.0 Introduction

1.1 ICAO - Adoption of International Standards and Recommended Practices (ICAO SARPS)

According to the International Civil Aviation Organisation (ICAO), for as long as air travel depends on qualified pilots or other air and ground personnel, their competence, skills and training will remain the essential guarantee of efficient and safe operations. Adequate personnel training and licensing also instil confidence among States, leading to international recognition and acceptance of personnel qualifications and licences and greater trust in aviation on the part of the traveller ^I.

Article 37 of the Chicago Convention sets out an undertaking by all contracting States to secure the highest practicable degree of uniformity in regulations, standards, procedures, and organisation in relation to aircraft, personnel, airways and auxiliary services in all matters in which uniformity will facilitate and improve air navigation ^{II}.

ICAO Annex 1^{III} contains Standards and Recommended Practices adopted by the International Civil Aviation Organization as the minimum standards for personnel licensing. Compliance with these ICAO standards requires that, a Candidate shall, before being issued with any pilot licence or rating, meet such requirements in respect of age, knowledge, experience, flight instruction, skill and medical fitness, as are specified for the applicable licence or rating. Also, that, an applicant for any pilot licence or rating shall demonstrate, in a manner determined by the Licensing Authority, such requirements for knowledge and skill as are specified for that licence or rating.

1.2 EASA – The European Union Aviation Safety Agency

EASA administers the European Union's strategy for aviation safety. Its stated mission is to promote the highest common standards of safety and environmental protection in civil aviation. The Agency develops common safety and environmental rules at the European level. It monitors the implementation of standards through inspections in the Member States and provides the necessary technical expertise, training and research. The Agency works hand in hand with the national authorities which continue to carry out many operational tasks, such as certification of individual aircraft or licensing of pilots.

While it is generally the case that individual contracting ICAO member States worldwide are responsible for promulgating laws and regulations and for articulating rules (specific operating regulations) and procedures for the adoption of ICAO SARPs, in Europe we have adopted a shared approach to aviation regulation by implementing common rules in the field of civil aviation. These rules are given effect under a European Commission regulation generally referred to as the "Basic Regulation" ^{IV}. The Basic Regulation lays down a suite of implementing rules, administered by EASA and enforceable in each European Member State.

I Manual of Procedures for Establishment and Management of a State's Personnel Licensing System - Doc 9739

II Convention on International Civil Aviation ICAO - Doc 7300/9

III Annex 1 to the Convention on International Civil Aviation - Personnel Licensing

IV REGULATION (EU) 2018/1139 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2018 on common rules in the field of civil aviation



1.3 Aircrew Regulation - The European Aircrew Regulation

The Basic Regulation's implementing rules include an Aircrew Regulation^V which gives legal effect to ICAO Annex 1 pilot licence standards in Europe. Among other things, the European Aircrew Regulation lays down the requirements for different ratings for pilots' licences and the conditions for issuing, maintaining, amending, limiting, suspending or revoking licences. Also, the privileges and responsibilities of the holders of licences, and the certification of persons responsible for providing flight training or flight simulation training and for testing pilots' skills (Examiners).

.....
V COMMISSION REGULATION (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew



2.0 FEM – Flight Examiner Manual

The requirements for pilot Examiners in the European flight crew licencing system are set out in sub-part K (Part FCL.1000) of the Aircrew Regulation. This subpart deals with the common requirements for all Examiners and the specific prerequisites, experience and standardisation requirements for each category of Examiner. The Aircrew Regulation also contains the Acceptable Means of Compliance (AMC) and Guidance Material (GM) for the initial standardisation of Examiners and the revalidation and renewal of Examiner certificates. The AMC material also contains a general guide to the content of a test.

This Flight Examiner Manual (FEM) is not intended to be legally binding and is designed as a companion document to the Examiner standardisation requirements and guidance already set out in the Aircrew Regulation. In addition to the regulatory contents of the Aircrew Regulation, the purpose of this FEM is to give standardisation and best practice guidance to Examiners for the conduct of tests.

Each competent authority may provide supplementary guidance and instructions specific to its territory. This information can be found in the Examiner Differences Document (EDD) and the content of this document should be covered in detail during Examiner standardisation and refresher courses. The EDD should be referenced by Examiners routinely when conducting tests on candidates for which the competent authority is not the same that issued the Examiner's certificate.



Module 1 - General

3.0 FEM STRUCTURE & USE

The FEM contains the following modules:

Module 1: Common requirements for all examiner categories.

Module 2: Test standards: Aeroplanes for

- 2.1 - LAPL(A),
- 2.2 - PPL(A),
- 2.3 - CPL(A),
- 2.4 - ATPL(A),
- 2.5 - MPL(A),
- 2.6 - IR(A)

Module 3: Test standards: Helicopters for

- 3.1 - LAPL(H),
- 3.2 - PPL(H),
- 3.4 - CPL(H),
- 3.5 - ATPL(H),
- 3.6 - IR(H)

Module 4: Test standards: Class ratings for SPA/TMG (excluding SPHPCA)

- 4.1 – TBA
- 4.2 - SEA

Module 5: Test standards: Type ratings for

- 5.1 - MPA,
- 5.2 - SPHPCA (to be published in the next revision)
- 5.3 - MPH

Module 6: Test standards: Mountain rating

Module 7: Instructor Certificate — Assessment of Competence for

- 7.1 – TRI/SFI (A),
- 7.2 – TRI/SFI (H)
- 7.3 – TRI/SFI (PL)
- 7.4 – FI/CRI/IRI (A)
- 7.4 – FI/IRI (H)
- 7.5 – FI (S)
- 7.6 – FI (B)

Module 8: Test Standards for Examiner Assessment of Competence

Module 9: Test standards: Senior examiners standardisation and assessments of competence for senior examiners (RESERVED)

Module 10: Sailplane & Balloon TBC (Reserved)

All Examiners should be familiar with the FEM Module 1 (Common Requirements) and additionally the module(s) specific to their Examiner privileges.

Each module contains two guidance tables for the Examiner for use when conducting a test.

The table in subpart 6 contains expanded guidance and additional explanations of each skill test item for the applicable Part-FCL test.

The table in subpart 8 contains the relevant competences to be demonstrated, presented in terms of Knowledge, Skill, and Attitude.



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KNOWLEDGE	This cell describes the desirable knowledge of the Candidate when applying the skills and attitudes necessary to comply with rules, principles and to solve problems. Knowledge is specific information required to enable a learner to develop and apply the skills and attitudes to recall facts, identify concepts, apply rules or principles, solve problems, and think creatively in the context of work ^{VI} .
SKILL	This cell describes the desirable skill required by a Candidates to perform the test item. Skill is the ability to perform an activity or action. It may be divided into three skill types: motor, cognitive and metacognitive skills.
ATTITUDE	This cell describes the attitude required by a Candidates to perform the test item. Attitude is a persistent internal mental state or disposition that influences an individual's choice of personal action toward some object, person or event and that can be learned. Attitudes have affective components, cognitive aspects and behavioural consequences. To demonstrate the "right" attitude, and a learner needs to "know how to be" in a given context.

Note: The intention of this table is to provide typical, tangible assessment elements in order to evaluate the satisfactory performance of a task during a test.

These tables are provided as guidance to assist the Examiner when assessing the requirements and the competencies required for satisfactory performance of each test item, appropriate to the licence, rating or certificate being sought. The Examiner is expected to use sound judgement when considering the overall competency of the candidate.



4.0 Examiner requirements & privileges

Examiners are the main evaluators of entry standards for the aviation system. As such, they should set the example for their respective professions. They must have a thorough knowledge of the licensing system, high personal integrity and portray a professional and prepared approach to the conduct of any test.

This is attested by a certificate, which authorises the Examiner to conduct skill tests, proficiency checks and assessments of competence. Therefore, when conducting a skill test or proficiency check, Examiners are not acting on a delegation from their licencing authority but exercising the privileges that are given to them by the certificate they hold^{VII}.

Additionally, to comply with the Basic Regulation, holders of an Examiner certificate shall:

- (1) hold, unless otherwise determined in the Aircrew Regulation, 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 privilege to instruct for them;
- (2) be qualified to act as PIC in the aircraft during a skill test, proficiency check or assessment of competence if conducted on the aircraft.

4.1 Limitations of Privileges in Case of Vested Interests

ICAO requires that “States shall ensure that personnel performing safety oversight functions are provided with guidance that addresses ethics, personal conduct and the avoidance of actual or perceived conflicts of interest in the performance of official duties”^{VIII}.

In this respect, the Aircrew Regulation requires that Examiners shall not conduct:

- (a) skill tests or assessments of competence of candidates for the issue of a licence, rating or certificate 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; and
- (b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected

The Aircrew Regulation gives guidance of situations where the Examiner should consider if their objectivity is affected. The examples given are when the Candidate is a relative or a friend of the Examiner, or when they are linked by economic interests or political affiliations, etc.

It is not possible to set out every situation where an Examiner may feel their objectivity may be compromised. In reality, Examiners conducting tests are often very specialised on an aircraft class or type and may be working in a specific environment where it is not practical to find another available qualified Examiner, for example:

- Type Rating Examiners operating/rostered in an airline environment; or,
- Type/Class rating Examiners qualified on certain high-performance aeroplane types, or multi/single engine aeroplane classes or;

VII Evaluation report on the implementation of Aircrew Regulation (Regulation (EU) No 1178/2011), Part-FCL, Subpart K Examiners

VIII Conflicts of Interest in Civil Aviation Consolidation of ICAO Provisions July 2019



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- Type Rating Examiners for different helicopter types;
- Examiners who are instructors in the same ATO or DTO or members of the same flying club as the test candidate;
- Examiners for rare aircraft types/classes, balloons, airships etc... or Examiners in remote places where no other Examiner exist.

Examiners are independent arbiters, individually responsible for the licence decisions they make. This means that the unique common factor in all tests, regardless of the environment, is the direct relationship between the Examiner and the Candidate for a licence or rating.

In all cases, when conducting a test or check, the Examiner's primary responsibility is to act professionally, in the best interest of aviation safety, regardless of the nature of the relationship with the test Candidate(s). In this respect, Examiners should only conduct tests where they are satisfied that their independence is not in doubt and when they are free of conflict of interest. It is the Examiner's responsibility when making an assessment to make sure that the test can be performed without having doubts about the impartiality of the result.

4.2 Threat and Error Management (TEM)

In addition to the skills and knowledge required for a particular grade of pilot licence, it is equally important that the Examiner pays attention to the 'soft skills' required to make good decisions while piloting an aircraft.

All flight and ground instruction for EASA licences include the principles of Threat and Error Management (TEM). The Aircrew regulation gives clear guidance on the principles of Threat and Error management for the Multi-Pilot Licence (MPL); however, the regulation does not go into detail for other licences. Examiners conducting skill tests for the first issue of a licence should check that the Candidate clearly understands and is familiar with these principles at the level appropriate for the grade of licence sought.

Regardless of the grade of licence being examined, all Examiners should be familiar with the principles of Threat and Error Management (TEM) and be able to discuss the TEM framework with ATO/DTO instructors as well as test candidates.

The Aircrew Regulation sets out one model that explains the principles of Threat and Error management, simply referred to as the "the TEM model".

According to this model, three basic components of TEM from the perspective of flight crews are:

- Threats,
- Errors, and,
- Undesired Aircraft States.

This model proposes that threats and errors are part of everyday aviation operations that must be managed by flight crews, since both threats and errors carry the potential to generate undesired aircraft states.

More information on TEM is available in the Aircrew Regulation, ICAO Doc.9868 and ICAO Circular 314.

Examiners need to be cautious to strike the right balance of knowledge and application required for the licence sought i.e. the level of TEM application for the LAPL will not be the same as for the CPL or the ATPL. Where a Candidate has a lack of knowledge or is weak in the application of TEM principles, Examiners will need to use sound judgement when deciding how to proceed. For instance, a LAPL or PPL candidate may be unfamiliar with the TEM terminology but may still exhibit sound decision-making skills in the pre-flight and the flight. In this case, the Examiner can simply ensure that the Candidate is made familiar with the TEM principles in the flight debrief and may also consider briefing the HT/CFI of the ATO/DTO ensure that future candidates are better prepared.



4.3 Just Culture

The civil aviation system should promote a 'safety culture' facilitating the spontaneous reporting of occurrences and thereby advancing the principle of a 'just culture'. 'Just culture' is an essential element of a broader 'safety culture', and these principles are regulated in Europe by regulation (EU) No 376/2014^{IX}.

'just culture' means a culture in which persons:

- are not punished for actions, omissions or decisions taken by them that are commensurate with their experience and training,
- are encouraged to report safety-related information.

It should not, however, absolve individuals of their normal responsibilities and gross negligence, wilful violations and destructive acts are not tolerated.

Examiners should be aware of the importance of reporting, analysis and follow up of occurrences in civil aviation and promote a positive Just Culture environment.

IX REGULATION (EU) No 376/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation



5.0 Approved & Declared Training Organisations (ATO & DTO)

An Approved Training Organisation (ATO) is an organisation staffed, equipped and operated in a suitable environment offering flying training, and/or synthetic flight instruction and/or theoretical knowledge instruction for specific flight training courses approved by the competent authority in accordance with PART-ORA. ATOs are required to have a management system which corresponds to the size of the organisation and the nature and complexity of its activities and a function to monitor compliance of the organisation with the relevant requirements. On completion of a specific course, a candidate should receive a course completion certificate and a recommendation for Test from the ATO.

A Declared Training Organisation (DTO) is an organisation which is entitled to provide training to pilots on the basis of a Declaration made to the competent authority. A DTO is required to have a “DTO training programme” describing in detail the training course provided by that DTO. On completion of a specific course, a candidate should receive a course completion certificate and a recommendation for Test from the DTO.

The Aircrew Regulation provides that “except for the issue of an airline transport pilot licence, 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. The training records shall be made available to the Examiner.” In this respect, Examiners need to be aware that the Aircrew Regulation requires that “When conducting skill tests, proficiency checks and assessments of competence, Examiners shall verify that the applicant complies with all the qualification, training and experience requirements in this Part for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken”. This requirement can be met by carefully checking the course completion certificate or other relevant documentation required to ensure that the applicable competent authority will not reject the licence, rating or certificate application.

Examiners should be familiar with the management system of ATOs and the organisational structure of DTOs, particularly when conducting a test on a candidate using an ATO or DTO’s facilities/aircraft. It is quite likely the ATO or DTO will have operational rules applicable to the dispatch of aircraft or use of FSTD which will apply equally to the Examiner as the PIC.



6.0 Data Protection

Data protection is a very serious issue in the European legal framework, and it has a wide-ranging impact on different stakeholders and sectors. The EU General Data Protection Regulations (GDPR) are directly applicable in all EU member States, to provide legal certainty for individuals and businesses throughout the EU and the protection of natural persons in relation to the processing of personal data is a fundamental right^X.

GDPR is designed to give individuals more control over their personal data. The key principles under the GDPR are:

- Lawfulness, fairness and transparency;
- Purpose Limitation;
- Data minimisation;
- Accuracy;
- Storage Limitation;
- Integrity and confidentiality, and,
- Accountability.

Part of an Examiner's responsibility is the protection of a Candidate's personal data when it is processed for the purpose of completing a test. Examiner's need to be aware of these responsibilities and take care to comply with the applicable requirements taking account of the many varied circumstances in which a test might be conducted. Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.

X REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data



7.0 PART NCC & PART NCO

When a test is conducted in a complex motor-powered aeroplanes or helicopter anywhere in the Union, the operational rules shall be as set out in Annex III (PART-ORO) and Annex VI (PART-NCC) of the (EU) Air Operation regulation. Tests conducted in other aeroplanes and helicopters shall be conducted in accordance with the provisions specified in Annex VII (PART-NCO) ^{XI}.

PART-NCC and PART-NCO set out the detailed operational rules applicable to the operation of related aircraft. Examiners conducting tests in complex motor-powered aeroplanes or helicopters or in other aeroplanes and helicopters shall be thoroughly familiar with the operational rules applicable to conduct the flight test. Examiners should check that Candidates have a sufficient knowledge of the air operations requirements applicable to the grade of licence or rating sought.

XI Art. 5(5) COMMISSION REGULATION (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations



8.0 Schedule planning

An Examiner should plan a test or check flight taking into consideration the maximum and minimum durations of an individual test and the proportion of time allocated to each test item. The maximum duration has two aspects to it. The Examiner cannot unnecessarily protract a test because that may unfairly degrade the Candidate's performance, and a Candidate must be able to perform all practical tasks and answer all questions within a reasonable time frame. The Examiner should consider the weather conditions, traffic situation, ATC requirements, local procedures and test airport security procedures.

Combined test schedules should be appropriately planned to allow all manoeuvres required by each test profile to be completed. When a test is combined this does not mean that the test times are cumulative. It is imperative that the Examiner allows for an appropriate rest period between subsequent tests.



9.0 Pilot in Command (PIC)

When conducting a test in an aircraft, the respective roles of the Examiner and Candidate must be clearly defined, particularly with respect to real or simulated emergencies. For flight tests, there must always be a clear understanding of who has control of the aircraft. Prior to flight, the pilots involved should conduct a briefing that includes reviewing the procedures for exchanging flight controls. Normally, the Examiner shall be the pilot-in-command, except in circumstances agreed by the Examiner with the Candidate.



10.0 Communication with the Candidate

An Examiner should have the ability to apply interpersonal and communication skills to establish an effective working relationship with the candidate without language barriers.

Communication in an aircraft cockpit or in a simulator is different from normal face-to-face communication because of the limited possibility to see each other. A Candidate can easily be confused by unclear communication during a test. The use of non-relevant communication must be kept to a minimum to reduce the possibility of errors and mistakes. This means that the careful use of unambiguous language is very important.

The Examiner should keep good voice communication habits in mind, such as remembering to:

- Give the 'candidate' precise instructions
- Articulate clearly
- Liaise with ATC and provide concise, easily understood intentions;
- If necessary, prompt the Candidate about required sequence of events (for example following a go-around);

During the ground and flight portion of the practical test, the Examiner should assess the Candidate's knowledge of the topic in accordance with the level of learning most appropriate for the applicable skill test appendix of Part-FCL. While the oral questioning will continue throughout the entire practical test, the examiner must use discretion when asking questions during the flight portion of the evaluation and avoid distractions that could compromise the safety of the flight.



11.0 CONDUCT OF THE TEST

11.1 Examiner Behaviour:

The Examiner should encourage a friendly and relaxed atmosphere to develop both before and during a test to enable the candidate to fully demonstrate their abilities. A negative or hostile approach should not be used. During the test, the examiner should avoid negative body language, comments or criticisms and all assessments should be reserved for the debriefing.

The performance of a Candidate under test conditions will often be adversely affected by some degree of nervous tension, but the Examiner can do much to redress the balance in their favour by the adoption of a friendly and sympathetic attitude. Any suggestion of haste during briefing should be avoided and the Candidate should be encouraged to ask as many questions as they wish at the conclusion of each section. Clear and unhurried instructions at this stage will not only serve to put the Candidate at his ease but will ensure the test proceeds smoothly and without unnecessary delay.

Examiners are responsible for improving all training and flight instruction in ATOs/DTOs by feeding back information on items or sections of tests that are most frequently repeated or failed. They must also assist in maintaining and, where possible, improving air safety standards by displaying good airmanship and flight discipline during tests. An Examiner should not re-examine a failed candidate without the agreement of the candidate.

11.2 Purpose of a test:

The purpose of a test is to determine through a practical demonstration that a Candidate has acquired or maintained the required level of knowledge, skill or proficiency consistent with the privileges of the certificate or rating being exercised. They must demonstrate competency in operating the aircraft in both normal and non-normal operations in accordance with the appropriate skill test appendix of Part-FCL.

All tests should contain the following basic sequence of events:

1. Test administration;
2. Pre-flight briefing;
 - A. Examiner Briefing
 - B. Candidate Briefing
 - C. Oral examination on the ground
3. Skill Test Items;
4. Standard of completion;
5. Competence Assessment Guidance;
6. Test Debriefing;
7. Completion of all applicable records.



12.0 Test Administration

The Examiner is required to review the Examiner Differences Document to ascertain the applicable procedures for the test. The Examiner is ultimately responsible for making the appropriate notification to the candidate's competent authority in order to be designated as the Examiner for the test. A review of the competent authority's test paperwork, in particular the guidance on how to complete the form, should be reviewed for correct completion.

The test should begin at the appropriate time as determined by the Candidates licencing authority.



13.0 Pre-flight Briefing

13.1 Examiner Briefing

The Examiner should state the purpose of the test and outline their role at the beginning of the briefing to ensure no ambiguity exists that you are conducting a test. This ensures the Candidate understands that you are there to check them and not train them. The Candidate should approach the test as if it were a real flight.

The briefing should cover the following:

1. Licensing and identification checks, as necessary;
2. The objective of the flight;
3. Test or check sequence;
4. Contents of exercise to be performed;
5. Operating procedures to be followed (for example operators manual);
6. Agreed speed and handling parameters (for example V-speeds, bank angle, power setting and approach minima) as applicable;
7. Weather assessment;
8. Simulated weather assumptions (for example icing and cloud base);
9. Respective roles of the Candidate and the Examiner during the test (for example during emergency. Please refer to subpart 9.0);
10. Administrative procedures (for example submission of flight plan);
11. Responsibility for the use of R/T, including simulated R/T;
12. The freedom for the 'candidate' to ask questions must be emphasised.

13.2 Candidate Briefing

The Candidate should be given time and facilities to prepare for the test flight. Pre-flight preparation requires the Candidate to assess the weather conditions and make their decision whether to proceed with the flight or not. The Candidate must consider the requirements of all the sections of the test that they are taking. The Examiner should assess the applicant's decision. A decision to continue when the weather is forecast below the limits required to complete the flight shall be considered a fail item for test.

13.3 Oral Examination on the Ground

It is important that the Examiner prepares fully for the oral examination. The Examiner should define the level of knowledge the candidate needs to demonstrate and prepare questions that are fit for purpose.

The Examiner should consider the appropriate level of knowledge for the applicable test in the following order; what,

- The pilot **MUST** know
- The pilot **SHOULD** know
- Would be **BENEFICIAL** to know



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The Examiner should keep in mind that questioning in areas where the candidate needs to find information in documentation takes longer than memory answers.

Extended pre-flight activities may be an indication of substandard performance. If the Examiner decides that the candidate has failed the test due to knowledge deficiencies, the Examiner must record this in a suitable manner.

By the end of the Knowledge assessment (Oral Examination and Briefing), the Examiner shall determine if the candidate's level of knowledge is adequate to continue to the testing of skills.

The Examiner shall predominantly ask questions and have a good understanding of question techniques. Often, the candidate inputs may lead to new questions. This requires the Examiner to be flexible and follow leads but use questions to direct and get back on track.



14.0 Test Items

A test is intended to simulate a practical flight. The Examiner shall consider which kind of scenario enables the best evaluation possibilities for the candidate, while ensuring that the Candidate is not confused, and air safety is not compromised.

Except when the Examiner must give guidance or a reminder, the Candidate should be allowed to conduct the flight without interruption. It should be remembered, however, that the Examiner is responsible for the safe conduct of the flight and the prevention of any infringements.

The test schedule, as briefed, should not normally be altered by an Examiner. However, the Examiner may change the sequence of sections or manoeuvres to achieve an orderly and efficient flow of a practical flight having regard to existing conditions or circumstances but shall not miss out any items.

The Examiner should be flexible to the possibility of changes arising from ATC instructions, or other circumstances affecting the test. Should a flight not proceed as briefed, the Examiner shall remain flexible and alert in order to achieve as much as possible in the changed circumstances. In an aircraft, briefing a Candidate during the test for a change to the sequence of the test is acceptable, but the Examiner shall ensure that the Candidate fully understands and accepts the changes, otherwise the test should be suspended.

In an FSTD, the test should be flown as a scenario, in real time as far as practicable. Judicious use of position freeze is acceptable only if this does not inhibit the candidate's demonstration of situational awareness. As long as the candidate is aware of this fact and it is not used to assist the crew who are not thinking about their position and the time remaining to complete any relevant checklists, etc. However, the use of flight freeze, is best reserved for the manoeuvring part of the test.

14.1 Aircraft Safety

The safety of the flight must be the prime consideration at all times. The Examiner is expected to use good judgement when simulating any emergency or abnormal procedure, having regard to local conditions and aircraft safety throughout. The Examiner and Candidate must be constantly alert for other traffic. When performing test items that have the potential to affect safety, the Examiner will ask the Candidate to simulate that portion of the manoeuvre. The Examiner will assess the Candidate's use of visual scanning and collision avoidance procedures throughout the flight portion of the test.

Skill tests, proficiency checks or assessments of competence shall not be conducted on a flight for the purpose of commercial air transport. Aircraft systems must not be used outside the Flight Manual limits. Simulated engine failures after take-off in an aeroplane must be carried out at a safe height. Engine shutdowns, if performed in an aircraft should be carried out at a safe height above the ground, considering all the risks associated with this manoeuvre.

The Examiner must be prepared to intervene if safety will be compromised.

14.2 FSTD Safety

All applicants shall be given a briefing on the fire alarm system, safety equipment and use of escape ropes, differences between the company aircraft and the simulator shall be briefed and pointed out to the crew prior to the test. The Examiner must verify that the FSTD is qualified and approved for the training, testing, and checking for which it is to be used. If any defects are present, they should be accepted by the Examiner, and Candidate, and should not have a negative impact on the test.



15.0 Standard of completion

An Examiner shall ensure that a Candidate completes a test in accordance with applicable test appendix to Part-FCL and is assessed against the required test standards. In-flight exercises shall include each relevant item or section of the test.

Although a test may specify flight test tolerances, a candidate should not be expected to achieve these at the expense of smoothness or stable flight. Each test has its own specific pass/fail criteria which is detailed in the applicable test appendix of Part-FCL. In general, there are 3 possible outcomes for all tests:

1. A 'pass', provided that the candidate demonstrates the required level of knowledge, skill or proficiency and, where applicable, remains within the flight test tolerances for the licence or rating;
2. A 'fail' provided that any of the following apply:
 - a. the flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;
 - b. the aim of the test or check is not completed;
 - c. the aim of exercise is completed but at the expense of safe flight, violation of a rule or regulation, poor airmanship or rough handling;
 - d. an acceptable level of knowledge is not demonstrated;
 - e. an acceptable level of flight management is not demonstrated;
 - f. the intervention of the examiner or safety pilot is required in the interest of safety.
3. A 'partial pass' in accordance with the criteria shown in the relevant skill test appendix of Part-FCL

Each item within a test section should be completed and assessed separately. A failed item is not always a failed section, for example type rating skill test where a failure of an item in a section does not fail the entire section, only the failed item is taken again.

If during the Candidate's first test attempt, they fail an item already passed previously in that first attempt, that item should then be considered a fail of that item in attempt one. Marginal or questionable performance of a test item should not influence an Examiner's assessment of any subsequent items.

Should a Candidate choose not to continue a test for reasons considered inadequate by an Examiner, the Candidate will be assessed as having failed those items or sections not attempted. If the test is terminated for reasons considered adequate by the Examiner, only these items or sections not completed shall be tested during a subsequent retest.

An Examiner may terminate a test at any stage, if it is considered that the Candidate's competency requires a complete retest.

15.1 Repeat items

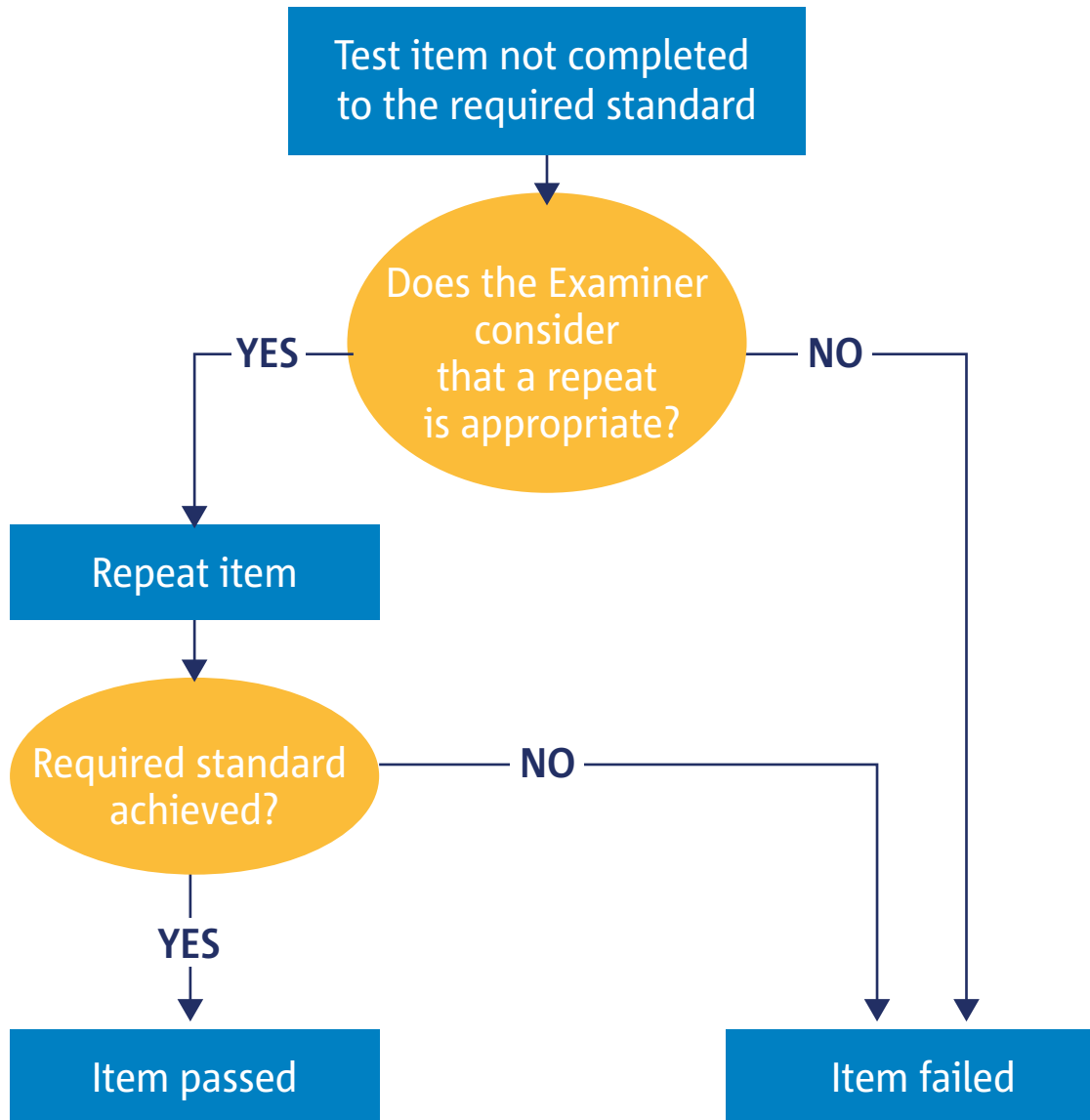
At the discretion of the Examiner, any manoeuvre or procedure of the test may be repeated once by the Candidate. The Examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skills requires a complete re-test.

As general guidance, the Examiner's discretion should only be exercised when they consider that the Candidate does not require remedial training. Repeats, if possible, should be completed when all other test items have been attempted to allow the Examiner an opportunity to assess the overall performance of the Candidate.

Repeats should be recorded if required by the Candidate's licencing authority.



15.2 Repeat item flow chart





15.3 Pilot Competency Assessment Guidance:

The pass or fail criteria of the relevant appendix of Part-FCL must be applied to all tests. The competency tables below may be used as support to debrief and provide guidance on how to improve a Candidate's performance in the future. Lack of specific competencies may be identified as root causes of the failure of the performance of a task.

15.3.1 Competency Based Assessment

A formal competency-based assessment, based on competencies alone, requires a specific training course for Instructors and Examiners.

15.3.2 Competency Guidance

Airmanship is defined as the consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

ICAO has defined Competency as a dimension of human performance that is used to reliably predict successful performance on the job. A competency is manifested and observed through behaviours that utilise the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

EASA, based on the ICAO recommendations, has defined a set of pilot competencies as follows:

- Application of Knowledge [KNO]
- Application of procedures and compliance with regulations [PRO]
- Aircraft Flight Path Management, Automation [FPA]
- Aircraft Flight Path Management, manual control [FPM]
- Communication [COM]
- Leadership and Teamwork [LTW]
- Problem Solving and Decision Making [PSD]
- Situation awareness and management of information [SAW]
- Workload Management [WLM]

The competencies provide individual and/or team countermeasures to threats and errors to avoid undesired aircraft states^{XII}. CRM skills are embedded in the competency.

XII For more explanation, refer to ICAO Doc 9868 – Threat & Error Management Model – TEM. Undesired aircraft states are characterized by divergences from parameters normally experienced during operations (e.g. aircraft position or speed deviations, misapplication of flight controls, or incorrect systems configuration) associated with a reduction in margins of safety.

**Module 1 - General**

This table should only be used as guidance for an Examiner to debrief the Candidate's airmanship performance overall and give guidance on how to improve their airmanship in the future. This competency assessment does not affect the pass or fail criteria of the applicable test appendix of Part-FCL.

Competency	Competency description	Observable Behaviour (OB)
Application of Knowledge (KNO)	Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment	<ul style="list-style-type: none">• Demonstrates practical and applicable knowledge of limitations and systems and their interaction• Demonstrates required knowledge of published operating instructions• Demonstrates knowledge of the physical environment, the air traffic environment including routings, weather, airports and the operational infrastructure• Demonstrates appropriate knowledge of applicable legislation.• Knows where to source required information• Demonstrates a positive interest in acquiring knowledge• Is able to apply knowledge effectively
Application of procedures and compliance with regulations [PRO]	Identifies and applies appropriate procedures in accordance with published operating instructions and applicable regulations	<ul style="list-style-type: none">• Identifies where to find procedures and regulations• Applies relevant operating instructions, procedures and techniques in a timely manner• Follows SOPs unless a higher degree of safety dictates an appropriate deviation• Operates aircraft systems and associated equipment correctly• Monitors aircraft systems status• Complies with applicable regulations.• Applies relevant procedural knowledge
Communication [COM]	Communicates through appropriate means in the operational environment, in both normal and non-normal situations	<ul style="list-style-type: none">• Determines that the recipient is ready and able to receive information• Selects appropriately what, when, how and with whom to communicate• Conveys messages clearly, accurately and concisely• Confirms that the recipient demonstrates understanding of important information• Listens actively and demonstrates understanding when receiving information• Asks relevant and effective questions• Uses appropriate escalation in communication to resolve identified deviations• Uses and interprets non-verbal communication in a manner appropriate to the organisational and social culture• Adheres to standard radiotelephone phraseology and procedures• Accurately reads, interprets, constructs and responds to datalink messages in English



Module 1 - General

Competency	Competency description	Observable Behaviour (OB)
Aircraft Flight Path Management, Automation [FPA]	Controls the flight path through automation	<ul style="list-style-type: none">• Uses appropriate flight management, guidance systems and automation, as installed and applicable to the conditions• Monitors and detects deviations from the intended flight path and takes appropriate action• Manages the flight path to achieve optimum operational performance• Maintains the intended flight path during flight using automation whilst managing other tasks and distractions• Selects appropriate level and mode of automation in a timely manner considering phase of flight and workload• Effectively monitors automation, including engagement and automatic mode transitions
Aircraft Flight Path Management, manual control [FPM]	Controls the flight path through manual control.	<ul style="list-style-type: none">• Controls the aircraft manually with accuracy and smoothness as appropriate to the situation• Monitors and detects deviations from the intended flight path and takes appropriate action• Manually controls the aeroplane using the relationship between aeroplane attitude, speed and thrust, and navigation signals or visual information• Manages the flight path to achieve optimum operational performance• Maintains the intended flight path during manual flight whilst managing other tasks and distractions• Uses appropriate flight management and guidance systems, as installed and applicable to the conditions• Effectively monitors flight guidance systems including engagement and automatic mode transitions
Leadership and Teamwork [LTW]	Influences others to contribute to a shared purpose. Collaborates to accomplish the goals of the team	<ul style="list-style-type: none">• Encourages team participation and open communication• Demonstrates initiative and provides direction when required• Engages others in planning• Considers inputs from others• Gives and receives feedback constructively• Addresses and resolves conflicts and disagreements in a constructive manner• Exercises decisive leadership when required• Accepts responsibility for decisions and actions• Carries out instructions when directed• Applies effective intervention strategies to resolve identified deviations• Manages cultural and language challenges, as applicable
Problem Solving and Decision Making [PSD]	Identifies precursors, mitigates problems, and makes decisions	<ul style="list-style-type: none">• Identifies, assesses and manages threats and errors in a timely manner• Seeks accurate and adequate information from appropriate sources• Identifies and verifies what and why things have gone wrong, if appropriate



Module 1 - General

Competency	Competency description	Observable Behaviour (OB)
		<ul style="list-style-type: none">• Perseveres in working through problems whilst prioritising safety• Identifies and considers appropriate options• Applies appropriate and timely decision-making techniques• Monitors, reviews and adapts decisions as required• Adapts when faced with situations where no guidance or procedure exists• Demonstrates resilience when encountering an unexpected event
Situation awareness and management of information [SAW]	Perceives, comprehends and manages information and anticipates its effect on the operation	<ul style="list-style-type: none">• Monitors and assesses the state of the aeroplane and its systems• Monitors and assesses the aeroplane's energy state, and its anticipated flight path• Monitors and assesses the general environment as it may affect the operation• Validates the accuracy of information and checks for gross errors• Maintains awareness of the people involved in or affected by the operation and their capacity to perform as expected• Develops effective contingency plans based upon potential risks associated with threats and errors• Responds to indications of reduced situation awareness
Workload Management [WLM]	Maintains available workload capacity by prioritising and distributing tasks using appropriate resources	<ul style="list-style-type: none">• Exercises self-control in all situations• Plans, prioritises and schedules appropriate tasks effectively• Manages time efficiently when carrying out tasks• Offers and gives assistance• Delegates tasks• Seeks and accepts assistance, when appropriate• Monitors, reviews and cross-checks actions conscientiously• Verifies that tasks are completed to the expected outcome• Manages and recovers from interruptions, distractions, variations and failures effectively while performing tasks



16.0 Test Debriefing

The Examiner should conduct a fair, unbiased debriefing of the candidate based on identifiable factual items. The Examiner should refer to the flight test tolerances given in the relevant skill test. A balance between friendliness and firmness should be evident. The debrief must be transparent and if relevant, a school representative or the Instructor may be present.

The Examiner shall exercise sound judgement and impartiality throughout. To assist with this, each Examiner should maintain brief, factual, and unobtrusive notes of the event so that all aspects may be debriefed comprehensively.

Attention should be paid to the following points:

- Summarize the overall performance of the Candidate
- Only observed performance can be evaluated
- Comments are important and they require factual explanations
- Advise the candidate on how to avoid or correct mistakes
- Mention any other areas for development noted
- Give any advice considered helpful for the improvement of flight safety
- Allow time for questions from the Candidate

Generally, the debriefing should start with giving the Candidate the result of the test.

If the test is passed

The examiner should:

- Encourage the trainee to self-assess
- Use the facilitation technique on 2 or 3 topics to analyse how the candidate may improve their performance
- Provide recommendations based on identifiable factual items
- Promote positive performance observed during the test.

If the test is partial passed or failed

The examiner should:

- Provide evidence based on identifiable factual items explaining why the performance does not meet with the required standard (should be ranked from the most to the least severe)
- Provide recommendations based on identifiable factual items.
- Promote positive performance observed during the test.

The Examiner shall inform the candidate that he/she shall not exercise the privileges of the rating until a full pass of their test has been achieved. The Examiner shall detail any further training requirements and explain the candidate's right of complaint and appeal.

Best practice of dealing with a failed test:

- Avoid telling the Candidate of a fail test result when in the aircraft
- Summarize and emphasize good performance where appropriate
- A fail or partial pass result must be founded on observable facts
- Give any advice considered helpful for subsequent tests.

In case of a failed or discontinued test, the Examiner should provide appropriate advice to assist the candidate in re-tests.

Any comment on, or disagreement with, an Examiner's test evaluation or assessment made during a debriefing will be recorded by the Examiner on the test form. This should be signed by the Examiner and countersigned by the Candidate if possible.



17.0 Completion of all applicable records

Examiners should review the Examiner Differences Document for the applicable procedures of the competent authority responsible for the Candidate's licence.

The Examiner notes used during the debriefing may normally contain more details than the test report, however, the test report must reflect the debriefing.

In case of a fail or a partial pass the justification for failure should be written clearly on the test report. The Examiner should write which item was failed and why it was failed.

The Examiner should endorse the candidate's licence or certificate with the new expiry date of the rating or certificate, if specifically authorised for that purpose by the competent authority responsible for the candidate's licence.

The Examiner should provide the candidate with a signed report of the test and submit without delay copies of the reports and documentation that are required by the competent authority responsible for the candidate's licence.

Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.

Upon request by the competent authority responsible for the examiner certificate, or the competent authority responsible for the candidate's licence, examiners shall submit all records and reports, and any other information, as required for oversight activities.



18.0 Complaints & Appeals

The Examiner should first reference the current version of the EASA Examiner Differences Document for guidance on the Candidates Licencing Authority's requirements. The competent authority which issued the pilot licence will receive any complaint or appeal from a Candidate. Candidates should consult the appropriate competent authority for details of any applicable appeal/complaint procedure.





Flight Examiner Manual

Module 2.1 - LAPL (A)



Module 2.1 - LAPL (A)

LAPL(A) Skill Test

V2021.1

General Applicable Framework

Flight rules:	VFR
Operational rules:	Part-NCO
Crew concept:	SPO
Equipment:	Aeroplane or TMG with a MTOM of 2000 kg or less, and no more than 4 seats
Applicable type or class:	TMG, SEP
Required examiner certificate:	FE(A)



1. Introduction

The basic privileges of a LAPL(A) holder are to fly within the EASA MS airspace with passengers, as PIC under VFR, in a SEP, respectively TMG, in which the candidate has passed the skill test. The holder is to act without remuneration, and is restricted to engage in non-commercial operations.

When conducting the skill test, the Examiner must have due regard for the limited experience that a LAPL(A) Candidate may have. Nonetheless, the Examiner shall also appreciate that upon licensing the pilot will be responsible for the safety of his passengers, with the privilege to operate in the European airspace almost unrestricted. This may bring the new light aircraft private pilot into a variety of different situations, including unfamiliar airports, airspace, flight rules and terrain.



2. Test Administration

The Examiner should provide the Candidate with advance information regarding the examination flight routing, taking into account weather forecasts and local restrictions, to afford the Candidate with sufficient time to prepare the navigation part of the skill test.

The test is intended to simulate a practical flight, flown single-pilot under VFR. The navigation section should have a duration of at least 30 minutes, which allows the Candidate to demonstrate his ability to complete a route with at least two identified waypoints. The Examiner should plan 90 minutes for the flight, and 3 hours for the whole examination.

Usually, the Examiner occupies the instructor seat and is the PIC. No other person, if not operationally or organisationally necessary for the conduct of the examination, should be allowed in the aeroplane. Additionally, ATO/DTO limitations should be considered.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including LAPL(A) skill test recommendation; the ATO/DTO shall make available the training records for verification if requested. Accordingly, the following documents and conditions shall be verified:

- Passport or ID
- The Candidate is at least 17 years old
- Medical EASA Class 1, 2 or LAPL
- Radiotelephony privileges and language proficiency requirements
- Successful completion of the LAPL(A) theoretical exam within the last 24 months
- EASA logbook, showing the following minimum flight instruction:
 - 30 hours of flight instruction in aeroplane/TMG
 - 15 hours of dual flight instruction
 - 6 hours of supervised solo, including 3 hours of cross-country, with one cross-country flight of at least 150 km (80 NM), with a full-stop landing at 1 aerodromes different from the aerodrome of departure
- Part-FCL class rating requirements, for the aircraft used in the skill test, fulfilled
- Training completion certificate from the ATO/DTO
- Relevant LAPL(A) skill test form filled, and endorsed by the ATO/DTO if applicable
- Aircraft documents
- Current navigation charts, and database if applicable
- Insurance of aircraft covering check flights
- Specific equipment for the flight part, if any

When the Examiner is satisfied that the prerequisite requirements are met; they should seek confirmation that the Candidate is fit and ready for the test. If so, the Examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The Examiner must brief the following elements:

- Freedom for the Candidate to ask questions
- Purpose and aim of the skill test
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO/DTO, or test requirements)
- Examiner has PIC responsibility; the Candidate acts autonomously as if he was the PIC
- Handling of radiocommunications during specific parts of the test
- Examiner role-play in normal operations and simulated emergencies
- Engine failure-simulation (minimum safety height, handling of engine-controls)
- Handling of possible contingencies (technical, weather, ATC)
- Handling of actual emergencies (e.g. engine failure procedures, change of aircraft control)
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules

When covering pass/fail criteria the examiner should explicate the standards of completion laid down in subpart 7 of this module, including decision-making and airmanship. Some test items may require specific emphasis for the Candidate to understand what is required. The standards of completion should be agreed with the Candidate, and the Examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Take-off performance; selection of take-off rejection point
- Landing performance; selection of touchdown point and acceptable tolerances for the different types of landings
- Crosswind take-off and landing; expectation on handling and precision
- Navigation accuracy
- Simulated emergencies; expectation on handling, checklist use and what and how to simulate.

In covering the standards of completion, the Examiner should also review how the Candidate has been trained by the DTO/ATO as procedures and flight techniques might differ between organisations. This is especially important for manoeuvres such as: stalls, engine-out procedures, etc.



4. Candidate Flight Briefing

The Examiner should allow the Candidate to brief uninterrupted; the Candidate shall conclude their briefing by making a go/no-go decision. The briefing should cover the following aspects:

- Timetable (e.g. slot planning, boarding time)
- Operational navigation flight plan
- Weather situation and forecast
- NOTAMs, including relevant local military restrictions, as applicable
- Fuel planning
- Mass and balance calculation
- Performance calculation
- ATC flight plan, if applicable
- Aircraft status and documents, including maintenance release
- Threat and Error Management aspects



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing on the ground by asking questions related, as far as possible, to the planned flight covering, for example, the following areas:

- Follow-up questions to the Candidate's briefing
- Regulations (EU and relevant specific national requirements)
- Licensing (e.g. LAPL(A) privileges, ratings validity, currency requirements)
- Operational aspects
- Weather information and interpretation
- Airspace structure and limitations
- Aircraft systems, limitations, performance, mass and balance
- Flight planning
- Navigation charts
- Emergency procedures



6. Skill Test Items

The use of checklist, airmanship, control of aeroplane or TMG by external visual reference, anti-icing/de-icing procedures, etc., apply in all sections. Section 5 may be combined with sections 1 to 4.

The mandated skill test items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 1 - Pre-flight Operation and Departure		
a	Pre-flight documentation, NOTAM and weather briefing	<ul style="list-style-type: none">• check all documents required for a private, passenger carrying flight are correct• obtain and assess all elements of the prevailing and forecast weather conditions• obtain and assess all aeronautical information and NOTAMS• complete an appropriate flight navigation log and chart• determine that the aeroplane is correctly fuelled for the flight
b	Mass and balance and performance calculation	<ul style="list-style-type: none">• complete mass and balance schedule• calculate aeroplane performance criteria and limitations applicable to runway and forecast weather conditions and make adjustments if required for actual conditions before take-off
c	Aeroplane or TMG inspection and servicing	<ul style="list-style-type: none">• check aeroplane serviceability record and technical log• perform all elements of the aeroplane pre-flight inspections as detailed• confirm that the aeroplane is in a serviceable and safe condition for flight• check and complete all necessary documentation
d	Engine starting and after starting procedures	<ul style="list-style-type: none">• complete an appropriate passenger emergency procedure briefing for the Examiner• complete all recommended engine starting and after starting procedures
e	Taxiing and aerodrome procedures, pre-take-off procedures	<ul style="list-style-type: none">• complete all recommended taxiing checks and procedures• comply with airport markings and signals• follow ATC instructions• complete all departure checks and drills including engine operation• obtain ATC departure clearance• confirm any aeroplane performance criteria including crosswind condition
f	Take-off and after take-off check	<ul style="list-style-type: none">• position the aeroplane correctly for take off and advance the power lever(s) to take off power with appropriate checks• use the correct take off technique using the recommended speeds for rotation/lift-off and initial climb• ensure a safe climb and departure adjusting power and aeroplane configuration as appropriate• complete all necessary after take-off checks



Module 2.1 - LAPL (A)

g	Aerodrome departure procedures	<ul style="list-style-type: none">• use charts or other published information as required• execute a safe departure in accordance with clearance and with due regard for other air traffic• use correct lookout techniques• observe the Rules of the Air and ATC Regulations• maintain directional control and drift corrections throughout• follow any noise routing or departure procedures and ATC instructions• complete all necessary climb checks
h	ATC compliance and R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions

Section 2 - General Airwork

a	ATC compliance and R/T procedures	<p>during this section the Examiner will be responsible for most of the ATC liaison and R/T procedures but this does not absolve the applicant from taking responsibility for the management of his aeroplane and for collision avoidance</p>
b	Straight and level flight, with speed changes	<ul style="list-style-type: none">• demonstrate control of heading, altitude and airspeed in straight and level flight by visual attitudes while maintaining a correct lookout technique• demonstrate correct use of trim.
c	Climbing i best rate of climb ii climbing turns iii levelling off	<ul style="list-style-type: none">• maintain directional control and balance throughout• trim for nominated speed including best Rate of Climb speed (VY)• complete all necessary climb checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout• return aircraft to straight and level flight in cruise configuration at nominated level/ altitude• complete all necessary drills and checks• maintain heading and balance during transition from cruise or descent at VSO + 10 kts to best Angle of Climb speed (VX)• complete all necessary climb checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout• return aircraft to straight and level flight in cruise configuration at nominated level/ altitude• complete all necessary drills and checks



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d	Medium (30° bank) turns, look-out procedures and collision avoidance	<ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude and speed• co-ordinate the entry to turns to achieve 30° bank• co-ordinate the recovery from turns to straight and level flight on the specified heading or as appropriate without loss/gain of height
e	Steep (45° bank) turns	<p>Steep Turn:</p> <ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude and speed• co-ordinate the entry to steep turns to achieve at least 45° bank and maintain the turn through at least 360 degrees• co-ordinate the recovery from turns to straight and level flight as directed by the Examiner without loss/gain of height <p>Spiral Dive:</p> <ul style="list-style-type: none">• recognise the manoeuvre and initiate prompt and correct recovery action• continue recovery action without exceeding any aeroplane limitations• complete all necessary checks and drills
f	Flight at critically low air speed with and without flaps	<ul style="list-style-type: none">• consider all safety checks before the manoeuvres where necessary• select and stabilise the aeroplane at a nominated low airspeed above the stall speed whilst maintaining balance, trim and lookout. Maintain specified altitude/level, heading and speed as specified by the Examiner• maintain safe bank angles, speed, and altitude during turning and complete turns onto specified headings
g	<p>Stalling</p> <p>i clean stall and recover with power</p> <p>ii approach to stall descending turn with bank angle 20°, approach configuration</p> <p>iii approach to stall in landing configuration</p>	<ul style="list-style-type: none">• consider safety checks before stalling• establish the stall entry as appropriate from straight and turning flight and select the required aeroplane configuration• maintain heading (or bank angle 10° - 30° as required) to stall entry• recognise the symptoms of incipient and full stalls• recover systematically by reducing the AoA and then re-establishing a safe and stable flight path• complete all necessary checks and drills• maintain lookout throughout
h	<p>Descending</p> <p>i with and without power</p> <p>ii descending turns (steep gliding turns)</p> <p>iii levelling off</p>	<ul style="list-style-type: none">• maintain directional control and balance throughout• trim for nominated speed including best glide speed• complete all necessary descent checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout• return aircraft to straight and level flight in cruise configuration at nominated level / altitude• complete all necessary drills and checks• whilst gliding demonstrate awareness of increased stalling speed in manoeuvre



Module 2.1 - LAPL (A)

Section 3 - En-route Procedures		
a	Flight plan, dead reckoning and map reading	<ul style="list-style-type: none">• complete all elements of VFR planning for the route prescribed with particular reference to planned altitudes and safe levels of operation• identify position visually by reference to ground features and map
b	Maintenance of altitude, heading and speed	<ul style="list-style-type: none">• control aeroplane using visual attitude flying techniques• maintain the heading height and speed as computed in navigation log or advised to the Examiner within the prescribed limits
c	Orientation, airspace structure, timing and revision of ETAs, log keeping	<ul style="list-style-type: none">• maintain awareness of surrounding terrain, obstacles and restricted airspaces• navigate by means of calculated headings, ground speed and time• achieve destinations or turning points within 3 minutes of ETA• maintain a navigation log to monitor flight progress and fuel situation
d	Diversion to alternate aerodrome (planning and implementation)	<ul style="list-style-type: none">• calculate heading, ground speed, ETA and fuel required during any unscheduled diversion• calculate Safety Altitude for track to new destination• navigate by means of calculated headings, ground speed and time• maintain the heading, altitude and speed as computed in navigation log or advised to the Examiner within the prescribed limits
e	Flight management (checks, fuel systems and carburettor icing, etc.)	<ul style="list-style-type: none">• complete all necessary checks and drills• set engine power for cruise or endurance performance in accordance with AFM• adjust and monitor fuel consumption for range or endurance as appropriate• make regular checks for carburettor icing, if appropriate• display sound airmanship and cockpit management
f	ATC compliance and R/T procedures	<ul style="list-style-type: none">• set and cross check altimeters to local QNH or Standard pressure setting, as appropriate• maintain two way R/T communication using correct phraseology throughout• obtain ATC clearances or flight information, as appropriate• comply with ATC clearances and instructions when required



Module 2.1 - LAPL (A)

Section 4 - Approach and Landing Procedures

a	Aerodrome arrival procedures	<ul style="list-style-type: none">• carry out appropriate checks and drills• set altimeters and cross check in accordance with check list, or as required• comply with published arrival procedure or clearance• maintain adequate lookout and collision avoidance
b	Collision avoidance (look-out procedures)	<ul style="list-style-type: none">• maintain systematic lookout for traffic• adopt a flight strategy that reduces collision risks
c	Precision landing (short field landing), crosswind, if suitable conditions available	<ul style="list-style-type: none">• consider weather and wind conditions, landing surface and obstructions• plan and follow the circuit pattern and orientation with the landing area• from the circuit pattern establish the recommended approach configuration adjusting speed and rate of descent to maintain a stabilised approach
d	Flapless landing	<ul style="list-style-type: none">• achieve the selected touchdown area at the recommended speed• adjust descent and flare to achieve a safe landing with little or no float with appropriate drift and crosswind correction
e	Approach to landing with idle power	<ul style="list-style-type: none">• maintain directional control after touchdown and apply brakes for a safe roll out• complete all necessary checks and drills
f	Touch and go	<ul style="list-style-type: none">• maintain directional control• carry out required configuration changes (flap retraction etc)• apply appropriate power for take-off.
g	Go-around from low height	<ul style="list-style-type: none">• execute a timely decision to discontinue the approach either when instructed or as considered necessary• apply appropriate power and control aeroplane attitude to initiate a safe climb maintaining balance and heading• adjust configuration and speed to achieve a positive climb at VY or VX as appropriate• maintain take off power until a safe manoeuvring altitude is reached and then adjust to a normal climb configuration and speed• complete all necessary checks and drills
h	ATC compliance and R/T procedures	<ul style="list-style-type: none">• obtain and comply with ATC clearances using correct R/T phraseology• adjust circuit pattern/speed to maintain spacing with other traffic in the pattern• maintain awareness of other traffic through R/T and lookout
i	Actions after flight	<ul style="list-style-type: none">• post flight inspection• aeroplane securing• complete all necessary documentation



Module 2.1 - LAPL (A)

Section 5 - Abnormal and Emergency Procedures

a	Simulated engine failure after take-off	<ul style="list-style-type: none">• <i>establish best glide speed without delay</i>• <i>execute emergency drills as 'touch drills' without error</i>• <i>when time permits, investigate possible cause of engine failure and take corrective action</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>
b	Simulated forced landing (may be combined with item 5c)	<ul style="list-style-type: none">• <i>choose a suitable landing area with due regard for landing surface, surroundings and wind velocity</i>• <i>plan descent to achieve a safe approach to chosen landing area such that a safe landing would be likely</i>
c	Simulated precautionary landing (may be combined with item 5b)	<ul style="list-style-type: none">• <i>choose a suitable landing area with due regard for landing surface, surroundings and wind velocity</i>• <i>plan descent to achieve a safe approach to chosen landing area such that a safe landing would be assured</i>
d	Simulated emergencies	<ul style="list-style-type: none">• <i>analyse emergency or abnormal situation and formulate appropriate plan</i>• <i>execute abnormal or emergency drills</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>• <i>use check list to confirm actions when time permits</i>• <i>make suitable emergency R/T calls (given to Examiner but not transmitted)</i>• <i>inform ATC of practice emergency situation and assistance required (where appropriate)</i>
e	Oral questions	<ul style="list-style-type: none">• <i>demonstrate knowledge of maintaining, operating, emergency handling and limitations of the aeroplane used for the skill test</i>



7. Standard of Completion

To pass the LAPL(A) Skill Test, the Candidate shall demonstrate the ability to:

- a operate the aeroplane or TMG within its limitations;
- b complete all manoeuvres with smoothness and accuracy;
- c exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- d apply aeronautical knowledge;
- e maintain control of the aeroplane or TMG at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- f stay within the following limits. Those tolerances are for general guidance; the Examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

height:	normal flight	$\pm 150\text{ft}$
speed:	take-off and approach	+ 15/-5 knots
	all other flight regimes	± 15 knots

Compared to requirement (a) and (f), completion standards (b) to (e) don't rely on quantitative tolerance, but on qualitative one. Usage of guidance provided in subpart 8 should provide for a fact-based and consistent assessment and decision of those qualitative requirements.



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e), and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Pre-flight Operation and Departure

planning and preparation of a safe and compliant flight, including the usage of TEM. Safe and compliant usage of the aircraft on the ground and during the transition to flight

Knowledge

- applicable regulations (rules of the air, operational, licensing)
- weather information interpretation and understanding
- Notams interpretation and understanding
- aircraft flight manual structure, relevant information usage
- aeronautical charts interpretation and usage
- radio communication procedures and standard phraseology

Skill

- flight preparation information retrieval
- searching in official reference documents (e.g. AFM, AIP)
- standard SOP and checklist usage
- smooth aircraft handling
- communicate clearly and assertively

Attitude

- looking for information and assess them critically
- safety-minded rather than mission-minded
- takes effective decisions
- assertive when in doubt
- aware of his limited experience and abilities

**Module 2.1 - LAPL (A)****Section 2 - General Airwork**

safe and smooth aircraft operation throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge	<ul style="list-style-type: none">• aircraft pitch-power-configuration values• recovery procedures from an unusual aircraft state (stall, approach to stall, spiral dive)• spin prevention and spin recovery procedure• causes of load-factor increase and effect on stall speed• critical airspeeds (e.g. V_s, V_{ne}, V_{no}, V_a) and respective ASI markings
Skill	<ul style="list-style-type: none">• establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as required• smooth, precise, and coordinated aircraft handling• smooth flight path changes, following the established SOPs• correct and systematic application of recovery drills
Attitude	<ul style="list-style-type: none">• acquire and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path) and consider their future evolution• set priorities (Fly, Navigate, Communicate, Manage)• assertive, seek clarification of doubts and misunderstandings before acting

Section 3 - En-route Procedures

navigating safely and effectively between A and B, in compliance with the regulation; monitoring the flight and maintaining an awareness of the changing environment; implementing adequate solutions as necessary

Knowledge	<ul style="list-style-type: none">• navigation charts legend and charts interpretation• operational flight plan usage• onboard communication equipment use and limitation• applicable regulation (airspace class, weather minima)• radiotelephony requirements, procedures, and applicable standard phraseology
Skill	<ul style="list-style-type: none">• proficient usage of onboard communication equipment• smooth tracking of the required ground track while maintaining altitude• communicate clearly, assertively, and in due time• flight replanning and diversion implementation
Attitude	<ul style="list-style-type: none">• aware of the current situation and its possible evolution, and proactively generating options• set priorities (Fly, Navigate, Communicate, Manage) and manage workload• takes effective decisions, displaying leadership• considerate about other traffics and the potential threat• ready and willing to seek assistance as necessary (e.g. from ATC)

**Module 2.1 - LAPL (A)****Section 4 - Approach and Landing Procedures**

safe arrival and entry into an airport area in compliance with the regulation; structured pattern and stable approach leading to a safe landing in different configurations; discontinuation of the approach or landing

Knowledge	<ul style="list-style-type: none">• arrival procedures, standard pattern, visual approach chart reading, briefing structure and purpose• engine-out pattern and key positions• applicable landing techniques with different winds and configurations• go around procedures and applicable SOPs• radiotelephony requirements, procedures, and applicable standard phraseology• post-flight actions (e.g. post-flight inspection, logbook entry, flight plan closing, occurrence reporting)
Skill	<ul style="list-style-type: none">• systematic configuration changes, operated within the applicable limitations• precise and stable approach path• positive touch down within the designated touch down zone, at the correct speed• timely decision to abort the approach or landing• correct and systematic application of go-around drills• safe engine-out approach and landing
Attitude	<ul style="list-style-type: none">• awareness of the other traffics, their intentions, and the resulting impact• mindful about the environment and its impact (e.g. wind, sun, impending fog, night)• considerate for other traffics• assertive radiotelephony communication

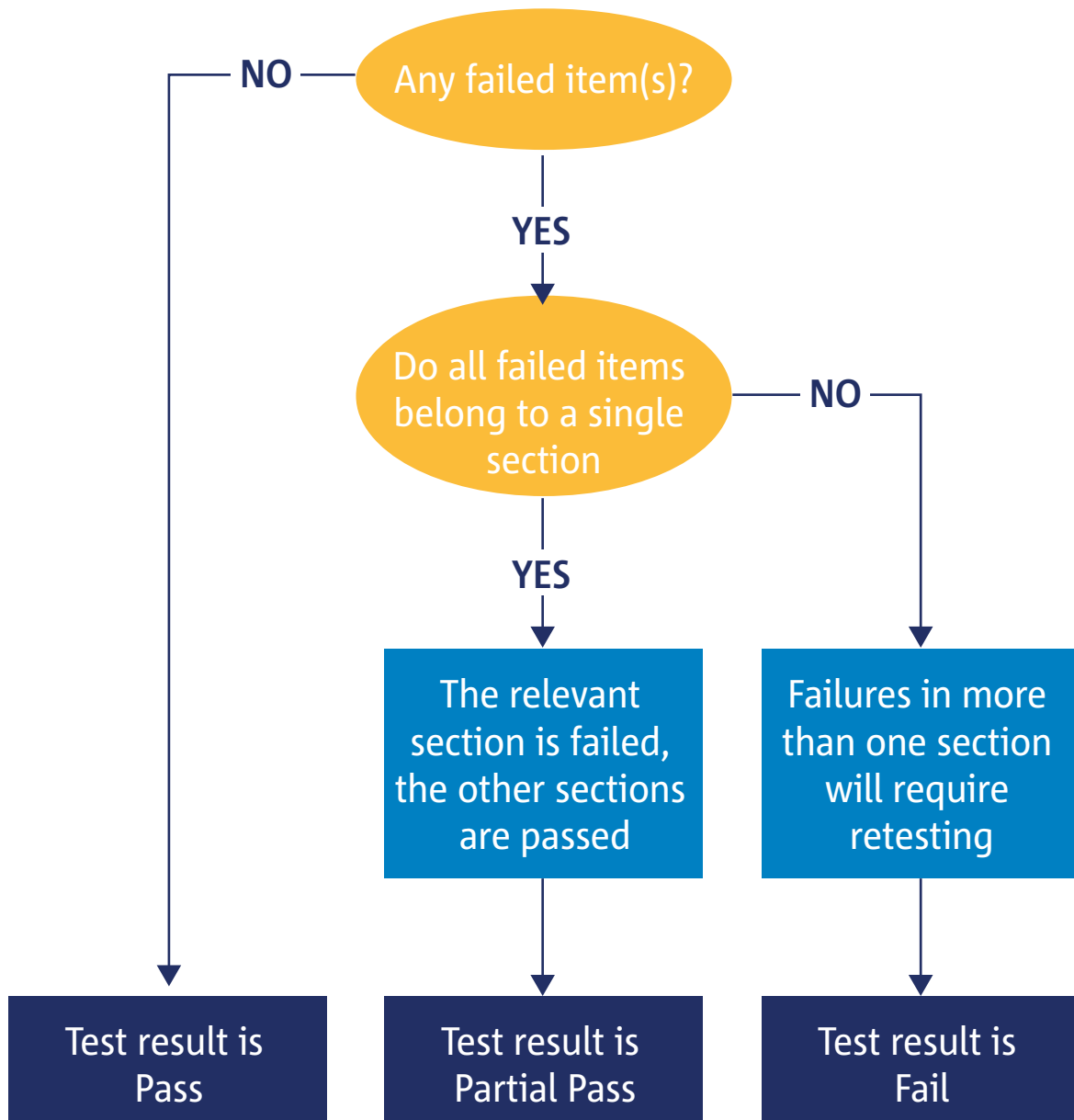
Section 5 - Abnormal and Emergency Procedures

spotting, assessing, and addressing emergencies or abnormal situations using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• emergency drills memory items• understanding of all emergency and abnormal procedures• precautionary landing methodology• standard phraseology for emergency and abnormal situation• transponder codes for emergency or com-loss situations• priority setting tools (e.g. PPAA or FNCM)
Skill	<ul style="list-style-type: none">• instrument scanning for advanced information of an impending issue• timely execution of emergency drills memory items• proper use of the applicable checklist• ability to deal with a system failure according to the AFM• situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• information gathering and problem solving• informed decision making• awareness of time or height availability and exhaustion• informed decision making and effective implementation• set priorities (Fly, Navigate, Communicate, Manage)



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training recommendation. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, aircraft logbook, closing ATS flight plan
- Skill test protocol and examiner report
 - original to the applicant, respectively as per the candidate's competent authority instructions
 - 1 copy to the candidate's competent authority
 - 1 copy to the examiner's competent authority
 - 1 copy for the examiner's records
- Candidate logbook

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 2.2 - PPL (A)



Module 2.2 - PPL (A)

PPL(A) Skill Test

V2021.1

General Applicable Framework

Flight rules:	VFR
Operational rules:	Part-NCO
Crew concept:	SPO
Equipment:	Aeroplane or TMG
Applicable type or class:	TMG, SEP, MEP
Required examiner certificate:	FE(A)



1. Introduction

The basic privileges of a PPL(A) holder are to fly worldwide with passengers, as PIC under VFR, in the aeroplane class, respectively TMG, in which the candidate has passed the skill test. The holder is to act without remuneration, and is restricted to engage in non-commercial operations.

When conducting the skill test, the Examiner must have due regard for the limited experience that a PPL(A) Candidate may have. Nonetheless, the Examiner shall also appreciate that upon licensing the pilot will be responsible for the safety of his passengers, with the privilege to operate internationally almost unrestricted. This may bring the new private pilot into a variety of different situations, including unfamiliar airports, airspace, flight rules and terrain.



2. Test Administration

The Examiner should provide the Candidate with advance information regarding the examination flight routing, taking into account weather forecasts and local restrictions, to afford the Candidate with sufficient time to prepare the navigation part of the skill test.

The test is intended to simulate a practical flight, flown single-pilot under VFR. The navigation section should have a duration that allows the Candidate to demonstrate his ability to complete a route with at least three identified waypoints. The Examiner should plan 90 minutes for the flight, and 3 hours for the whole examination.

Usually, the Examiner occupies the instructor seat and is the PIC. No other person, if not operationally or organisationally necessary for the conduct of the examination, should be allowed in the aeroplane. Additionally, ATO/DTO limitations should be considered.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including PPL(A) skill test recommendation; the ATO/DTO shall make available the training records for verification if requested. Accordingly, the following documents and conditions shall be verified:

- Passport or ID
- The Candidate is at least 17 years old
- Medical EASA Class 1 or 2
- Radiotelephony privileges and language proficiency requirements
- Successful completion of the PPL(A) theoretical exam within the last 24 months
- EASA logbook, showing the following minimum flight instruction:
 - 45 hours of flight instruction in aeroplane/TMG, with a maximum of 5 hours in an FSTD
 - 25 hours of dual flight instruction
 - 10 hours of supervised solo, including 5 hours of cross-country, with one cross-country flight of at least 270 km (150 NM), with full-stop landings at 2 aerodromes different from the aerodrome of departure
- Part-FCL class rating requirements, for the aircraft used in the skill test, fulfilled
- Training completion certificate from the ATO/DTO
- Relevant PPL(A) skill test form filled, and endorsed by the ATO/DTO if applicable
- Aircraft documents
- Current navigation charts, and database if applicable
- Insurance of aircraft covering check flights
- Specific equipment for the flight part (e.g. sight-limiting device)

When the Examiner is satisfied that the prerequisite requirements are met; they should seek confirmation that the Candidate is fit and ready for the test. If so, the Examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The Examiner must brief the following elements:

- Freedom for the Candidate to ask questions
- Purpose and aim of the skill test
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO/DTO, or test requirements)
- Examiner has PIC responsibility; the Candidate acts autonomously as if he was the PIC
- Handling of radiocommunications during specific parts of the test
- Use of the sight-limiting device
- Examiner role-play in normal operations and simulated emergencies
- Engine failure-simulation (minimum safety height, handling of engine-controls). Actual engine-shut-down and restart on multi-engines aeroplane, if applicable
- Handling of possible contingencies (technical, weather, ATC)
- Handling of actual emergencies (e.g. engine failure procedures, change of aircraft control)
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules

When covering pass/fail criteria the examiner should explicate the standards of completion laid down in sub-part 7 of this module, including decision-making and airmanship. Some test items may require specific emphasis for the Candidate to understand what is required. The standards of completion should be agreed with the Candidate, and the Examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Take-off performance; selection of take-off rejection point
- Landing performance; selection of touchdown point and acceptable tolerances for the different types of landings
- Crosswind take-off and landing; expectation on handling and precision
- Navigation accuracy
- Simulated emergencies; expectation on handling, checklist use and what and how to simulate.

In covering the standards of completion, the Examiner should also review how the Candidate has been trained by the DTO/ATO as procedures and flight techniques might differ between organisations. This is especially important for manoeuvres such as: unusual attitudes, stalls and engine-out procedures, etc.



4. Candidate Flight Briefing

The Examiner should allow the Candidate to brief uninterrupted; the Candidate shall conclude their briefing by making a go/no-go decision. The briefing should cover the following aspects:

- Timetable (e.g. slot planning, boarding time)
- Operational navigation flight plan
- Weather situation and forecast
- NOTAMs, including relevant local military restrictions, as applicable
- Fuel planning
- Mass and balance calculation
- Performance calculation
- ATC flight plan, if applicable
- Aircraft status and documents, including maintenance release
- Threat and Error Management aspects



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing on the ground by asking questions related, as far as possible, to the planned flight covering, for example, the following areas:

- Follow-up questions to the Candidate's briefing
- Regulations (EU and relevant specific national requirements)
- Licensing (e.g. PPL(A) privileges, ratings validity, currency requirements)
- Operational aspects
- Weather information and interpretation
- Airspace structure and limitations
- Aircraft systems, limitations, performance, mass and balance
- Flight planning
- Navigation charts
- Emergency procedures



6. Skill Test Items

The use of checklist, airmanship, control of aeroplane by external visual reference, anti-icing/de-icing procedures, etc., apply in all sections. Section 5 may be combined with sections 1 to 4; section 6, if applicable, may be combined with sections 1 to 5.

The mandated skill test items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 1 - Pre-flight Operation and Departure		
a	Pre-flight documentation, NOTAM and weather briefing	<ul style="list-style-type: none">• check all documents required for a private, passenger carrying flight are correct• obtain and assess all elements of the prevailing and forecast weather conditions• obtain and assess all aeronautical information and NOTAMS• complete an appropriate flight navigation log and chart• determine that the aeroplane is correctly fuelled for the flight
b	Mass and balance and performance calculation	<ul style="list-style-type: none">• complete mass and balance schedule• calculate aeroplane performance criteria and limitations applicable to runway and forecast weather conditions and make adjustments if required for actual conditions before take-off
c	Aeroplane inspection and servicing	<ul style="list-style-type: none">• check aeroplane serviceability record and technical log• perform all elements of the aeroplane pre-flight inspections as detailed• confirm that the aeroplane is in a serviceable and safe condition for flight• check and complete all necessary documentation
d	Engine starting and after starting procedures	<ul style="list-style-type: none">• complete an appropriate passenger emergency procedure briefing for the Examiner• complete all recommended engine starting and after starting procedures
e	Taxiing and aerodrome procedures, pre-take-off procedures	<ul style="list-style-type: none">• complete all recommended taxiing checks and procedures• comply with airport markings and signals• follow ATC instructions• complete all departure checks and drills including engine operation• obtain ATC departure clearance• confirm any aeroplane performance criteria including crosswind condition
f	Take-off and after take-off check	<ul style="list-style-type: none">• position the aeroplane correctly for take off and advance the power levers(s) to take off power with appropriate checks• use the correct take off technique using the recommended speeds for rotation/lift-off and initial climb• ensure a safe climb and departure adjusting power and aeroplane configuration as appropriate• complete all necessary after take-off checks



Module 2.2 - PPL (A)

g	Aerodrome departure procedures	<ul style="list-style-type: none">• use charts or other published information as required• execute a safe departure in accordance with clearance and with due regard for other air traffic• use correct lookout techniques• observe the Rules of the Air and ATC Regulations• maintain directional control and drift corrections throughout• follow any noise routing or departure procedures and ATC instructions• complete all necessary climb checks
h	ATC compliance and R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions

Section 2 - General Airwork

a	ATC compliance and R/T procedures	<p>during this section the Examiner will be responsible for most of the ATC liaison and R/T procedures but this does not absolve the applicant from taking responsibility for the management of his aeroplane and for collision avoidance</p>
b	Straight and level flight, with speed changes	<ul style="list-style-type: none">• demonstrate control of heading, altitude and airspeed in straight and level flight by visual attitudes while maintaining a correct lookout technique• demonstrate correct use of trim.
c	Climbing i best rate of climb ii climbing turns iii levelling off	<ul style="list-style-type: none">• maintain directional control and balance throughout• trim for nominated speed including best Rate of Climb speed (VY)• complete all necessary climb checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout• return aircraft to straight and level flight in cruise configuration at nominated level/ altitude• complete all necessary drills and checks• maintain heading and balance during transition from cruise or descent at VSO + 10 kts to best Angle of Climb speed (VX)• complete all necessary climb checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout• return aircraft to straight and level flight in cruise configuration at nominated level/ altitude• complete all necessary drills and checks



Module 2.2 - PPL (A)

d	Medium (30° bank) turns	<ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude and speed• co-ordinate the entry to turns to achieve 30° bank• co-ordinate the recovery from turns to straight and level flight on the specified heading or as appropriate without loss/gain of height
e	Steep (45° bank) turns (incl. recognition and recovery from a spiral dive)	<p>Steep Turn:</p> <ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude and speed• co-ordinate the entry to steep turns to achieve at least 45° bank and maintain the turn through at least 360 degrees• co-ordinate the recovery from turns to straight and level flight as directed by the Examiner without loss/gain of height <p>Spiral Dive:</p> <ul style="list-style-type: none">• recognise the manoeuvre and initiate prompt and correct recovery action• continue recovery action without exceeding any aeroplane limitations• complete all necessary checks and drills
f	Flight at critically low air speed with and without flaps	<ul style="list-style-type: none">• consider all safety checks before the manoeuvres where necessary• select and stabilise the aeroplane at a nominated low airspeed above the stall speed whilst maintaining balance, trim and lookout. Maintain specified altitude/level, heading and speed as specified by the Examiner• maintain safe bank angles, speed, and altitude during turning and complete turns onto specified headings
g	Stalling i clean stall and recover with power ii approach to stall descending turn with bank angle 20°, approach configuration iii approach to stall in landing configuration	<ul style="list-style-type: none">• consider safety checks before stalling• establish the stall entry as appropriate from straight and turning flight and select the required aeroplane configuration• maintain heading (or bank angle 10° - 30° as required) to stall entry• recognise the symptoms of incipient and full stalls• recover systematically by reducing the AoA and then re-establishing a safe and stable flight path• complete all necessary checks and drills• maintain lookout throughout
h	Descending i with and without power ii descending turns (steep gliding turns) iii levelling off	<ul style="list-style-type: none">• maintain directional control and balance throughout• trim for nominated speed including best glide speed• complete all necessary descent checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout• return aircraft to straight and level flight in cruise configuration at nominated level / altitude• complete all necessary drills and checks• whilst gliding demonstrate awareness of increased stalling speed in manoeuvre (not with multi-engine aeroplanes)



Module 2.2 - PPL (A)

Section 3 - En-route Procedures

a	Flight plan, dead reckoning and map reading	<ul style="list-style-type: none">• complete all elements of VFR planning for the route prescribed with particular reference to planned altitudes and safe levels of operation• identify position visually by reference to ground features and map
b	Maintenance of altitude, heading and speed	<ul style="list-style-type: none">• control aeroplane using visual attitude flying techniques• maintain the heading height and speed as computed in navigation log or advised to the Examiner within the prescribed limits
c	Orientation, timing and revision of ETAs and log keeping	<ul style="list-style-type: none">• maintain awareness of surrounding terrain, obstacles and restricted airspaces• navigate by means of calculated headings, ground speed and time• achieve destinations or turning points within 3 minutes of ETA• maintain a navigation log to monitor flight progress and fuel situation
d	Diversion to alternate aerodrome (planning and implementation)	<ul style="list-style-type: none">• calculate heading, ground speed, ETA and fuel required during any unscheduled diversion• calculate Safety Altitude for track to new destination• navigate by means of calculated headings, ground speed and time• maintain the heading, altitude and speed as computed in navigation log or advised to the Examiner within the prescribed limits
e	Use of radio navigation aids	<ul style="list-style-type: none">• select and identify appropriate radio and navigation aids as required or nominated by Examiner• locate and record the aeroplane position by using radio navigation equipment when required by the Examiner• intercept and maintain given tracks or radials using the navigation aids nominate
f	Basic instrument flying check (180° turn in simulated IMC)	<ul style="list-style-type: none">• demonstrate competence at manoeuvring the aircraft by sole reference to flight instruments• use an appropriate technique of instrument scanning and cross check to maintain flight within prescribed limits• establish a rate one turn through 180° using the direction indicator
g	Flight management (checks, fuel systems and carburettor icing, etc.)	<ul style="list-style-type: none">• complete all necessary checks and drills• set engine power for cruise or endurance performance in accordance with AFM• adjust and monitor fuel consumption for range or endurance as appropriate• make regular checks for carburettor icing, if appropriate• display sound airmanship and cockpit management
h	ATC compliance and R/T procedures	<ul style="list-style-type: none">• set and cross check altimeters to QNH or Standard pressure setting, as appropriate• maintain two way R/T communication using correct phraseology throughout• obtain ATC clearances or flight information, as appropriate• comply with ATC clearances and instructions when required



Module 2.2 - PPL (A)

Section 4 - Approach and Landing Procedures

a	Aerodrome arrival procedures	<ul style="list-style-type: none">• carry out appropriate checks and drills• set altimeters and cross check in accordance with check list, or as required• comply with published arrival procedure or clearance• maintain adequate lookout and collision avoidance
b	Precision landing (short field landing), crosswind, if suitable conditions available	<ul style="list-style-type: none">• consider weather and wind conditions, landing surface and obstructions• plan and follow the circuit pattern and orientation with the landing area• from the circuit pattern establish the recommended approach configuration adjusting speed and rate of descent to maintain a stabilised approach
c	Flapless landing	<ul style="list-style-type: none">• achieve the selected touchdown area at the recommended speed• adjust descent and flare to achieve a safe landing with little or no float with appropriate drift and crosswind correction• maintain directional control after touchdown and apply brakes for a safe roll out
d	Approach to landing with idle power (SE only)	<ul style="list-style-type: none">• complete all necessary checks and drills
e	Touch and go	<ul style="list-style-type: none">• maintain directional control• carry out required configuration changes (flap retraction etc)• apply appropriate power for take-off.
f	Go-around from low height	<ul style="list-style-type: none">• execute a timely decision to discontinue the approach either when instructed or as considered necessary• apply appropriate power and control aeroplane attitude to initiate a safe climb maintaining balance and heading• adjust configuration and speed to achieve a positive climb at VY or VX as appropriate• maintain take off power until a safe manoeuvring altitude is reached and then adjust to a normal climb configuration and speed• complete all necessary checks and drills
g	ATC compliance and R/T procedures	<ul style="list-style-type: none">• obtain and comply with ATC clearances using correct R/T phraseology• adjust circuit pattern/speed to maintain spacing with other traffic in the pattern• maintain awareness of other traffic through R/T and lookout



Section 5 - Abnormal and Emergency Procedures

a	Simulated engine failure after take-off (SE only)	<ul style="list-style-type: none">• <i>establish safe flight speed without delay</i>• <i>execute emergency drills as 'touch drills' without error</i>• <i>when time permits, investigate possible cause of engine failure and take corrective action</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>
b	Simulated forced landing (SE only)	<ul style="list-style-type: none">• <i>choose a suitable landing area with due regard for landing surface, surroundings and wind velocity</i>• <i>plan descent to achieve a safe approach to chosen landing area such that a safe landing would be likely</i>
c	Simulated precautionary landing (SE only)	<ul style="list-style-type: none">• <i>choose a suitable landing area with due regard for landing surface, surroundings and wind velocity</i>• <i>plan descent to achieve a safe approach to chosen landing area such that a safe landing would be assured</i>
d	Simulated emergencies	<ul style="list-style-type: none">• <i>analyse emergency or abnormal situation and formulate appropriate plan</i>• <i>execute abnormal or emergency drills</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>• <i>use check list to confirm actions when time permits</i>• <i>make suitable emergency R/T calls (given to Examiner but not transmitted)</i>• <i>inform ATC of practice emergency situation and assistance required (where appropriate)</i>
e	Oral questions	<ul style="list-style-type: none">• <i>demonstrate knowledge of maintaining, operating, emergency handling and limitations of the aeroplane used for the flight test</i>



Module 2.2 - PPL (A)

Section 6 - Simulated Asymmetric Flight and Relevant Class or Type Items

a	Simulated engine failure during take-off (at a safe altitude)	<ul style="list-style-type: none">• maintain control of aeroplane direction and speed following simulated engine failure• identify failed engine• complete checks and drills• establish safe climb at VYSE in trim
b	Asymmetric approach and go-around	<ul style="list-style-type: none">• fly a visual circuit with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• make a clear decision to land/go-around at or before appropriate asymmetric committal altitude/height (ACH)• at ACH or when instructed, carry out a go-around to establish a safe climb in the recommended configuration at VYSE
c	Asymmetric approach and full stop landing	<ul style="list-style-type: none">• fly a visual circuit with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• make a clear decision to land at or before ACH• execute a safe landing at the recommended speed/configuration in the appropriate landing area
d	Engine shutdown and restart	<ul style="list-style-type: none">• control aircraft in heading, altitude, speed and balance during full engine shut down at safe altitudes, carry out appropriate drills and checks• control aircraft heading, height and speed during re-start drills according to check list and re-establish aircraft to symmetric cruising flight
e	ATC compliance and R/T procedures	<ul style="list-style-type: none">• inform ATC of abnormal flight condition and any assistance required• comply with ATC procedures and instructions• adjust traffic pattern with due regard to weather, surface conditions, obstructions and other air traffic• adjust configuration and circuit pattern with regard to aeroplane performance• complete necessary checks and drills
f	Relevant items of the class or type rating skill test, if applicable: i aeroplane systems (incl. autopilot) ii operation of pressurization system iii use of de- and anti-icing system	<ul style="list-style-type: none">• aeroplane systems including handling of autopilot• operation of pressurisation system• use of de-icing and anti icing system• demonstrate ability to operate aircraft systems as applicable• rejected take off (at a reasonable speed)• safely bring the aircraft to a halt on the runway following a simulated emergency during the initial part of the take-off run
g	Oral questions	<ul style="list-style-type: none">• demonstrate knowledge of maintaining, operating, emergency handling and limitations of the aeroplane used for the flight test



7. Standard of Completion

To pass the PPL(A) Skill Test, the Candidate shall demonstrate the ability to:

- a operate the aeroplane within its limitations;
- b complete all manoeuvres with smoothness and accuracy;
- c exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- d apply aeronautical knowledge;
- e maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- f stay within the following limits. Those tolerances are for general guidance; the Examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

height:	normal flight	± 150ft
	with simulated engine failure	± 200 ft (ME only)
heading or tracking of radio aids:	normal flight	± 10°
	with simulated engine failure	± 15° (ME only)
speed:	take-off and approach	+ 15/-5 knots
	all other flight regimes	± 15 knots

Compared to requirement (a) and (f), completion standards (b) to (e) don't rely on quantitative tolerance, but on qualitative one. Usage of guidance provided in subpart 8 should provide for a fact-based and consistent assessment and decision of those qualitative requirements.



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e), and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Pre-flight Operation and Departure

planning and preparation of a safe and compliant flight, including the usage of TEM. Safe and compliant usage of the aircraft on the ground and during the transition to flight

Knowledge

- applicable regulations (rules of the air, operational, licensing)
- weather information interpretation and understanding
- Notams interpretation and understanding
- aircraft flight manual structure, relevant information usage
- aeronautical charts interpretation and usage
- radio communication procedures and standard phraseology

Skill

- flight preparation information retrieval
- searching in official reference documents (e.g. AFM, AIP)
- standard SOP and checklist usage
- smooth aircraft handling
- communicate clearly and assertively

Attitude

- looking for information and assess them critically
- safety-minded rather than mission-minded
- takes effective decisions
- assertive when in doubt
- aware of his limited experience and abilities

**Module 2.2 - PPL (A)****Section 2 - General Airwork**

safe and smooth aircraft operation throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge	<ul style="list-style-type: none">• aircraft pitch-power-configuration values• recovery procedures from an unusual aircraft state (stall, approach to stall, spiral dive)• spin prevention and spin recovery procedure• causes of load-factor increase and effect on stall speed• critical airspeeds (e.g. V_s, V_{ne}, V_{no}, V_a) and respective ASI markings
Skill	<ul style="list-style-type: none">• establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as required• smooth, precise, and coordinated aircraft handling• smooth flight path changes, following the established SOPs• correct and systematic application of recovery drills
Attitude	<ul style="list-style-type: none">• acquire and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path) and consider their future evolution• set priorities (Fly, Navigate, Communicate, Manage)• assertive, seek clarification of doubts and misunderstandings before acting

Section 3 - En-route Procedures

navigating safely and effectively between A and B, in compliance with the regulation; monitoring the flight and maintaining an awareness of the changing environment; implementing adequate solutions as necessary

Knowledge	<ul style="list-style-type: none">• navigation charts legend and charts interpretation• operational flight plan usage• onboard navigation and communication equipment use and limitation• applicable regulation (airspace class, weather minima)• radiotelephony requirements, procedures, and applicable standard phraseology
Skill	<ul style="list-style-type: none">• chart and ground reading (reconciliation of ground features and chart information)• proficient usage of onboard navigation and communication equipment• smooth tracking of the required ground track or radio-navigation track, while maintaining altitude• communicate clearly, assertively, and in due time• flight replanning and diversion implementation• ability to fly basic manoeuvres, and maintain aircraft control, in simulated IMC
Attitude	<ul style="list-style-type: none">• aware of the current situation and its possible evolution, and proactively generating options• set priorities (Fly, Navigate, Communicate, Manage) and manage workload• takes effective decisions, displaying leadership• considerate about other traffics and the potential threat• ready and willing to seek assistance as necessary (e.g. from ATC)



Module 2.2 - PPL (A)

Section 4 - Approach and Landing Procedures

safe arrival and entry into an airport area in compliance with the regulation; structured pattern and stable approach leading to a safe landing in different configurations; discontinuation of the approach or landing

Knowledge	<ul style="list-style-type: none">• arrival procedures, standard pattern, visual approach chart reading, briefing structure and purpose• engine-out pattern and key positions• applicable landing techniques with different winds and configurations• go around procedures and applicable SOPs• radiotelephony requirements, procedures, and applicable standard phraseology• post-flight actions (e.g. post-flight inspection, logbook entry, flight plan closing, occurrence reporting)
Skill	<ul style="list-style-type: none">• systematic configuration changes, operated within the applicable limitations• precise and stable approach path• positive touch down within the designated touch down zone, at the correct speed• timely decision to abort the approach or landing• correct and systematic application of go-around drills• safe engine-out approach and landing
Attitude	<ul style="list-style-type: none">• awareness of the other traffics, their intentions, and the resulting impact• mindful about the environment and its impact (e.g. wind, sun, impending fog, night)• considerate for other traffics• assertive radiotelephony communication

Section 5 - Abnormal and Emergency Procedures

spotting, assessing, and addressing emergencies or abnormals using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• emergency drills memory items• understanding of all emergency and abnormal procedures• precautionary landing methodology• standard phraseology for emergency and abnormal situation• transponder codes for emergency or com-loss situations• priority setting tools (e.g. PPAA or FNCM)
Skill	<ul style="list-style-type: none">• instrument scanning for advanced information of an impending issue• timely execution of emergency drills memory items• proper use of the applicable checklist• ability to deal with a system failure according to the AFM• situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• information gathering and problem solving• informed decision making• awareness of time or height availability and exhaustion• informed decision making and effective implementation• set priorities (Fly, Navigate, Communicate, Manage)



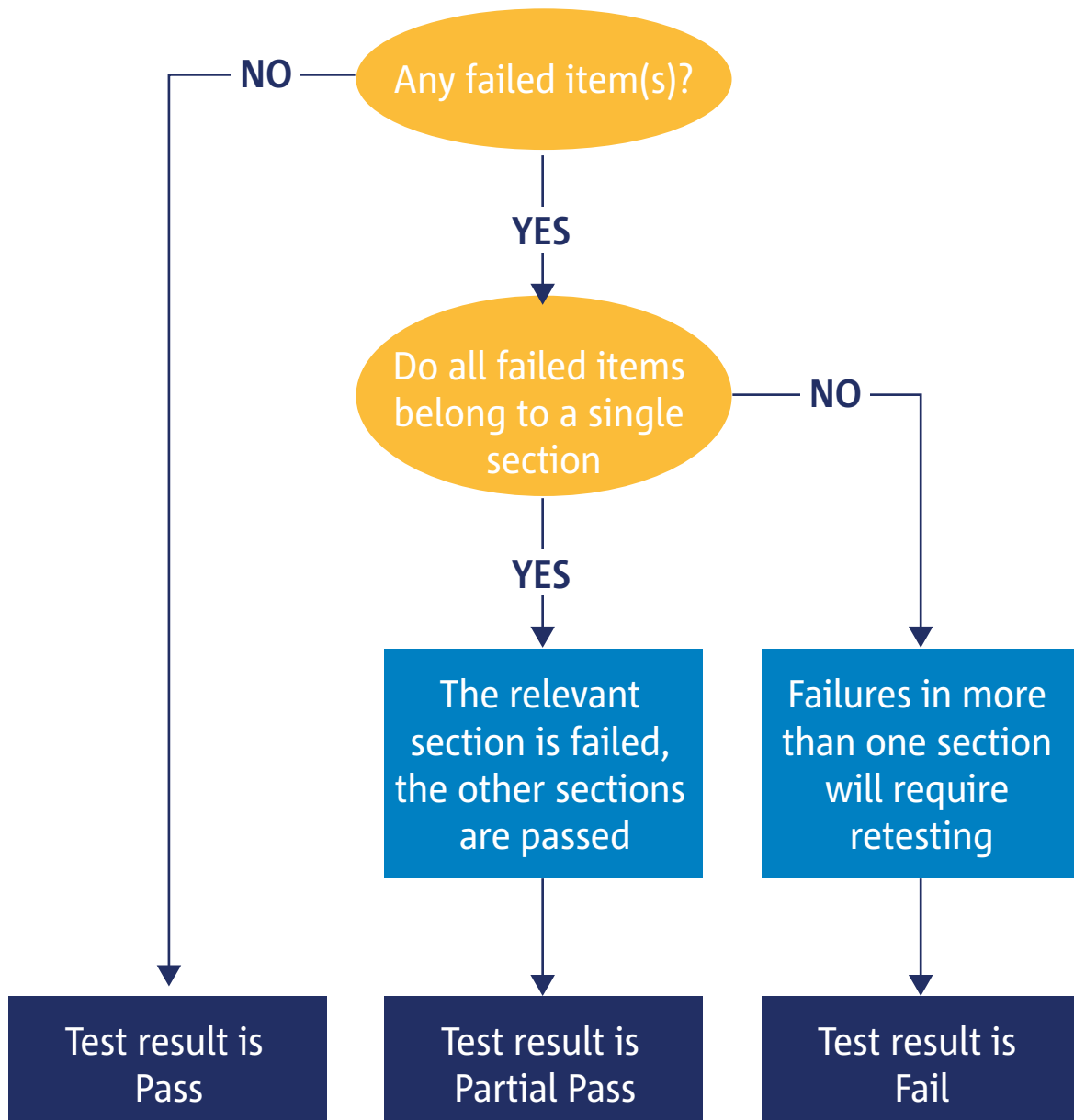
Section 6 - Simulated Asymmetric Flight and Relevant Class or Type Items

safe asymmetric operation during, and after, engine failure; single-engine flight path management during take-off, climb, approach, landing, and go-around; performance limitation issues

Knowledge	<ul style="list-style-type: none">• difference between single-engine controllability and performance• understanding that performance is related to excess power available• multi-engine specific speeds, relevance and markings (e.g. V_{sse}, V_{xse}, V_{yse}, V_{mca})• emergency drills memory items• engine failure emergency procedure• specific systems operation and limitations (e.g. pressurisation, anti/de-icing)
Skill	<ul style="list-style-type: none">• maintain aircraft control, and establish a stable flight path, during and after engine failure-simulation• timely execution of emergency drills memory items• proper use of the applicable checklist• adapt aircraft configuration for single-engine operation• standard phraseology for emergency and abnormal situation (e.i single-engine situation)• proper usage of specific aircraft systems (e.g. pressurisation, anti/de-icing)
Attitude	<ul style="list-style-type: none">• appreciation for the performance limitation and adoption of a conservative planning approach• assessment of the current situation under single-engine operation• realistic and effective decision making• anticipation and workload management



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training recommendation. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, aircraft logbook, closing ATS flight plan
- Skill test protocol and examiner report
 - original to the applicant, respectively as per the candidate's competent authority instructions
 - 1 copy to the candidate's competent authority
 - 1 copy to the examiner's competent authority
 - 1 copy for the examiner's records
- Candidate logbook

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 2.3 - CPL (A)

**CPL(A) Skill Test****V2021.1****General Applicable Framework**

Flight rules:	VFR
Operational rules:	Part-NCO
Crew concept:	SPO
Equipment:	Aeroplane with minimum 4 seats, retractable landing gear, and variable pitch propeller. A suitable FSTD could be used for the approved sections
Applicable type or class:	SEP, MEP, SET, MET
Required examiner certificate:	FE(A)



1. Introduction

The key privileges of a CPL(A) holder are to act as PIC in worldwide commercial air transport of any single-pilot aeroplane under VFR, in the aeroplane class or type in which the Candidate has passed the skill test, respectively on which he is qualified. The holder is to act with remuneration in commercial operations.

When conducting the skill test, the Examiner must have due regard for the experience that a CPL(A) Candidate may have. Nonetheless, the Examiner shall appreciate that upon licensing the pilot will acquire the privilege to act as PIC in commercial air transport in VFR, and be responsible the safe conduct of such operations, including the safety of commercial passengers or payload.



2. Test Administration

The Examiner should provide the Candidate with advance information regarding the examination flight routing, taking into account weather forecasts and local restrictions, to afford the Candidate with sufficient time to prepare the navigation part of the skill test.

The test is intended to simulate a practical flight, flown single-pilot under VFR. The flight duration shall be at least 90 minutes, and the destination shall be a controlled aerodrome. The navigation section scenario should have a duration and structure that allows the Candidate to demonstrate his ability to achieve all the required en-route procedures.

Usually, the Examiner occupies the instructor seat and is the PIC. No other person, if not operationally or organisationally necessary for the conduct of the examination, should be allowed in the aeroplane or simulator. Additionally, ATO limitations should be considered.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including CPL(A) skill test recommendation; the ATO shall make available the training records for verification if requested. Accordingly, the following documents and conditions shall be verified:

- Passport or ID
- The Candidate is at least 18 years old
- Medical EASA Class 1
- Radiotelephony privileges and language proficiency requirements
- Successful completion of the CPL(A) theoretical exam within the last 36 months
- EASA logbook, showing the relevant minimum experience and flight instruction, including UPRT, as per Part-FCL Appendix 3
- Fulfils the Part-FCL class or type rating requirements for the aeroplane used in the skill test
- Training completion certificate from the ATO
- Relevant CPL(A) skill test form filled, and endorsed by the ATO if applicable
- Aircraft documents
- Current navigation charts, and database if applicable
- Insurance of aircraft covering check flights
- Specific equipment for the flight part (e.g. sight-limiting device)

When the Examiner is satisfied that the prerequisite requirements are met; they should seek confirmation that the Candidate is fit and ready for the test. If so, the Examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The Examiner must brief the following elements:

- Freedom for the Candidate to ask questions
- Purpose and aim of the skill test
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO, or test requirements)
- Examiner has PIC responsibility; the Candidate acts autonomously as if he was the PIC
- Handling of radiocommunications during specific parts of the test
- Use of the sight-limiting device
- Examiner role-play in normal operations and simulated emergencies
- Engine failure-simulation (minimum safety height, handling of engine-controls). Actual engine-shut-down and restart on multi-engines aeroplane, if applicable
- Handling of possible contingencies (technical, weather, ATC)
- Handling of actual emergencies (e.g. engine failure procedures, change of aircraft control)
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules

When covering pass/fail criteria the examiner should explicate the standards of completion laid down in subpart 7 of this module, including decision-making and airmanship. Some test items may require specific emphasis for the Candidate to understand what is required. The standards of completion should be agreed with the Candidate, and the Examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Take-off performance; selection of take-off rejection point
- Landing performance; selection of touchdown point and acceptable tolerances for the different types of landings
- Crosswind take-off and landing; expectation on handling and precision
- Navigation accuracy
- Simulated emergencies; expectation on handling, checklist use and what and how to simulate.

In covering the standards of completion, the Examiner should also review how the Candidate has been trained by the ATO as procedures and flight techniques might differ between organisations. This is especially important for manoeuvres such as: unusual attitudes, stalls and engine-out procedures, etc.



4. Candidate Flight Briefing

The Examiner should allow the Candidate to brief uninterrupted; the Candidate shall conclude their briefing by making a go/no-go decision. The briefing should cover the following aspects:

- Timetable (e.g. slot planning, boarding time)
- Operational navigation flight plan
- Weather situation and forecast
- NOTAMs, including relevant local military restrictions, as applicable
- Fuel planning
- Mass and balance calculation
- Performance calculation
- ATC flight plan, if applicable
- Aircraft status and documents, including maintenance release
- Threat and Error Management aspects



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing on the ground by asking questions related, as far as possible, to the planned flight covering, for example, the following areas:

- Follow-up questions to the Candidate's briefing
- Regulations (EU, including Part-CAT, and relevant specific national requirements)
- Licensing (e.g. CPL(A) privileges, ratings validity, currency requirements)
- Operational aspects
- Weather information and interpretation
- Airspace structure and limitations
- Aircraft systems, limitations, performance, mass and balance
- Flight planning
- Navigation charts
- Emergency procedures



6. Skill Test Items

The use of checklist, airmanship, control of aeroplane by external visual reference, anti-icing/de-icing procedures, etc., apply in all sections. Section 5 may be combined with sections 1 to 4; section 6, if applicable, may be combined with sections 1 to 5. Items (c) and (e)(iv) in section 2, and the whole of sections 5 and 6 may be performed in an FNPTII or FFS; the FSTD used shall represent the same aeroplane type/class and variant used for the skill test.

The mandated skill test items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 1 - Pre-flight Operation and Departure		
a	Pre-flight, including flight planning, documentation, mass and balance, weather briefing, NOTAMS	<ul style="list-style-type: none">• check all documents required for a commercial, passenger or cargo carrying flight, are correct• obtain and assess all elements of the prevailing and forecast weather conditions• obtain and assess all aeronautical information and NOTAMS• complete an appropriate flight navigation log and chart• determine that the aeroplane is correctly fuelled for the flight• complete mass and balance schedule
b	Aeroplane inspection and servicing	<ul style="list-style-type: none">• check aeroplane serviceability record and technical log• perform all elements of the aeroplane pre-flight inspections as detailed• confirm that the aeroplane is in a serviceable and safe condition for flight• check and complete all necessary documentation
c	Taxiing and take-off	<ul style="list-style-type: none">• complete an appropriate passenger emergency procedure briefing for the Examiner• complete all recommended taxiing checks and procedures• comply with airport markings and signals• follow ATC instructions• complete all departure checks and drills including engine operation• obtain ATC departure clearance• position the aeroplane correctly for take-off and advance the power-lever/s to take off power with appropriate checks• use the correct take-off technique using the recommended speeds for rotation/lift-off and initial climb• ensure a safe climb and departure adjusting power and aeroplane configuration as appropriate• complete all necessary after take-off checks
d	Performance considerations and trim	<ul style="list-style-type: none">• calculate aeroplane performance criteria and limitations applicable to runway and forecast weather conditions and make adjustments if required for actual conditions before take-off• set trim for take-off according CG and configuration• maintain the aeroplane in trim



Module 2.3 - CPL (A)

e	Aerodrome and traffic pattern operations	<ul style="list-style-type: none">• observe the standard and local departure, and traffic pattern, practice and regulation
f	Departure procedure, altimeter setting, collision avoidance (lookout)	<ul style="list-style-type: none">• correct usage of charts or other published information• execute a safe departure in accordance with clearance and with due consideration for other traffic• use correct lookout techniques• observe the Rules of the Air and ATC Regulations• maintain directional control and drift corrections throughout• follow any noise routing or departure procedures and ATC instructions• complete all necessary climb checks
g	ATC compliance and R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions

Section 2 - General Airwork

a	Control of the aeroplane by external visual references, including straight and level, climb, descent, lookout	<ul style="list-style-type: none">• demonstrate control of heading, altitude and airspeed in straight and level flight• by visual attitudes while maintaining a correct lookout technique• demonstrate correct use of trim
b	Flight at critically low airspeeds including recognition of and recovery from incipient and full stalls	<ul style="list-style-type: none">• consider safety checks before the manoeuvres where necessary• stabilise the aeroplane at the nominated low airspeed above the stall speed, while maintaining altitude, heading and lookout• maintain safe bank angles, speed and altitude during turns onto specific headings• establish the stall entry as appropriate from straight or turning flight and select the required aeroplane configuration• recognise the symptoms of incipient and full stalls• recover systematically by reducing the AoA and then re-establishing a safe and stable flight path• complete all necessary checks and drills
c	Turns, including turns in landing configuration. Steep turns with 45° bank	<ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude and speed• establish and maintain a coordinated turn with the specified bank• coordinate the recovery from turns to straight and level flight as directed by the Examiner without loss/gain of height



Module 2.3 - CPL (A)

d	Flight at critically high airspeeds, including recognition of and recovery from spiral dives	<ul style="list-style-type: none">• <i>consider safety checks before the manoeuvres where necessary</i>• <i>recognise the situation and initiate prompt and correct recovery action</i>• <i>continue recovery action without exceeding any aeroplane limitations</i>• <i>complete all necessary checks and drills</i>
e	Flight by reference solely to instruments, including: <ul style="list-style-type: none">i level flight, cruise configuration, control of heading, altitude and airspeedii climbing and descending turns with 10°-30° bankiii recoveries from unusual attitudesiv limited panel instruments	<ul style="list-style-type: none">• <i>demonstrate competence at manoeuvring the aircraft by sole reference to flight instruments</i>• <i>use an appropriate technique of instrument scanning and cross check to maintain flight within prescribes limits</i>
f	ATC compliance and R/T procedures	<p><i>during this section the Examiner will be responsible for most of the ATC liaison and R/T procedures but this does not absolve the applicant from taking responsibility for the management of his aeroplane and for collision avoidance</i></p>



Module 2.3 - CPL (A)

Section 3 - En-route Procedures

a	Control of the aeroplane by external visual reference, including cruise configuration, range/endurance considerations	<ul style="list-style-type: none">• <i>control aeroplane using visual attitude flying techniques</i>• <i>set engine power for cruise or endurance performance in accordance with AFM</i>• <i>complete all necessary checks and drills</i>
b	Orientation, map reading	<ul style="list-style-type: none">• <i>identify position visually by reference to ground features and map</i>• <i>maintain awareness of surrounding terrain, obstacles and restricted airspaces</i>
c	Altitude, speed, heading, lookout	<ul style="list-style-type: none">• <i>maintain the heading, altitude and speed as computed in navigation log, or advised to the Examiner, within the prescribed limits</i>• <i>maintain systematic lookout</i>
d	Altimeter setting. ATC compliance and R/T procedures	<ul style="list-style-type: none">• <i>set and cross check altimeters to local QNH or Standard pressure setting, as appropriate</i>• <i>maintain two way R/T communication using correct phraseology throughout</i>• <i>obtain ATC clearances or flight information, as appropriate</i>• <i>comply with ATC clearances and instructions when required</i>
e	Monitoring of flight progress, flight log, fuel usage, assessment of track error and re-establishment of correct tracking	<ul style="list-style-type: none">• <i>maintain a navigation log to monitor flight progress and fuel situation</i>• <i>navigate by means of calculated headings, ground speed and time</i>• <i>make appropriate adjustment to maintain, regain or correct back to track</i>• <i>achieve destination or turning points within 3 minutes of ETA</i>
f	Observation of weather conditions, assessment of trends, diversion planning	<ul style="list-style-type: none">• <i>demonstrate correct understanding and application of VFR constraints</i>• <i>observe en-route weather evolution and adjust route or altitude accordingly to maintain VMC and ensure a safe flight continuation, alternatively discontinuing flight is considered</i>• <i>use appropriate means to update weather information concerning the conduct of the flight or possible diversion-planning</i>
g	Tracking, positioning (NDB or VOR), identification of facilities (instrument flight). Implementation of diversion plan to alternate aerodrome (visual flight)	<ul style="list-style-type: none">• <i>select and identify appropriate radio and navigation aids as required or nominated by Examiner</i>• <i>determine the aeroplane position by using radio navigation equipment when required by the Examiner</i>• <i>intercept and maintain given tracks or radials using the navigation aids nominated; demonstrate competence at flying and navigating by sole reference to flight and navigation instruments</i>• <i>establish a route and divert to an unscheduled alternate, due to a simulated condition (e.g. weather, ops, system-failure) as advised by the Examiner</i>• <i>calculate heading, ground speed, ETA, safe altitude and fuel required for the diversion</i>



Module 2.3 - CPL (A)

Section 4 - Approach and Landing Procedures

a	Arrival procedures, altimeter setting, checks, lookout	<ul style="list-style-type: none">• <i>set altimeters and cross check as required</i>• <i>comply with published arrival procedure or clearance</i>• <i>maintain adequate lookout and collision avoidance</i>• <i>adjust circuit pattern and speed to maintain spacing with other traffic</i>
b	ATC compliance and R/T procedures	<ul style="list-style-type: none">• <i>maintain two way R/T communication using correct phraseology throughout</i>• <i>obtain ATC clearances or flight information, as appropriate</i>• <i>comply with ATC clearances and instructions when required</i>• <i>maintain awareness of other traffic through R/T and lookout</i>
c	Go-around action from low height	<ul style="list-style-type: none">• <i>execute a timely decision to discontinue the approach either when instructed or as considered necessary</i>• <i>apply appropriate power and control aeroplane attitude to initiate a safe climb maintaining balance and heading</i>• <i>adjust configuration and speed to achieve a positive climb at VY or VX as appropriate</i>• <i>maintain take off power until a safe manoeuvring altitude is reached and then adjust to a normal climb configuration and speed</i>• <i>complete all necessary checks and drills</i>
d	Normal landing, crosswind landing (if suitable conditions)	<ul style="list-style-type: none">• <i>consider weather and wind conditions, landing surface and obstructions</i>• <i>establish the recommended approach configuration, adjusting speed and rate of descent to maintain a stabilised approach</i>• <i>select and achieve the appropriate touchdown area at the calculated speed</i>• <i>adjust descent and flare to achieve a safe landing with little or no float with appropriate drift and crosswind correction</i>• <i>maintain directional control after touchdown and apply brakes for a safe roll out</i>
e	Short field landing	<ul style="list-style-type: none">• <i>conduct the landing manoeuvre as defined in AFM, if specified</i>• <i>approach path, speed control, touch down and brake application are crucial</i>
f	Approach and landing with idle power (single-engine only)	<ul style="list-style-type: none">• <i>coordinate with ATC, respectively communicate intention; ensure adequate spacing</i>• <i>visualise glide path to touch down and adjust trajectory and configuration accordingly</i>• <i>Conduct go around if the landing will not take place inside the touch down zone</i>



Module 2.3 - CPL (A)

g	Landing without use of flaps	<ul style="list-style-type: none">• <i>consider landing distance required</i>• <i>establish and maintain normal approach path</i>• <i>stabilise the aeroplane at the calculated approach speed for the configuration</i>• <i>adjust descent and flare to achieve a safe landing with little or no float with appropriate drift and crosswind correction</i>
h	Post flight actions	<ul style="list-style-type: none">• <i>post flight inspection</i>• <i>aeroplane securing</i>• <i>complete all necessary documentation</i>

Section 5 - Abnormal and Emergency Procedures

a	Simulated engine failure after take-off (at a safe altitude), fire drill	<ul style="list-style-type: none">• <i>establish safe flight speed without delay</i>• <i>execute emergency drills (touch drills) without error</i>• <i>when time permits, investigate possible cause of engine failure/fire and take corrective action</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>
b	Equipment malfunctions including alternative landing gear extension, electrical and brake failure	<ul style="list-style-type: none">• <i>identify and analyse situation, and formulate appropriate plan</i>• <i>execute emergency drills, if any</i>• <i>execute emergency or abnormal checklist</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>• <i>make appropriate emergency R/T calls (simulated)</i>
c	Forced landing (simulated) <small>Note: item applicable to both SE and ME aeroplanes</small>	<ul style="list-style-type: none">• <i>choose a suitable landing area with due regard for landing surface, surroundings and wind velocity</i>• <i>plan descent to achieve a safe approach to chosen landing area such that a safe landing would be likely</i>• <i>prepare for evacuation and brief passengers</i>
d	ATC compliance and R/T procedures	<ul style="list-style-type: none">• <i>inform ATC and maintain two way R/T communication using correct phraseology</i>• <i>request assistance if necessary</i>
e	Oral questions	<ul style="list-style-type: none">• <i>demonstrate knowledge of maintaining, operating, emergency handling and limitations of the aeroplane used for the skill test</i>



Module 2.3 - CPL (A)

Section 6 - Simulated Asymmetric Flight and Relevant Class or Type Items

a	Simulated engine failure during take-off (at a safe altitude unless carried out in an FFS)	<ul style="list-style-type: none">• <i>maintain control of aeroplane direction and speed following simulated engine failure</i>• <i>identify failed engine</i>• <i>complete checks and drills</i>• <i>establish safe climb at VYSE in trim</i>
b	Asymmetric approach and go-around	<ul style="list-style-type: none">• <i>fly a visual circuit with asymmetric power to establish a final approach</i>• <i>maintain a stable (trimmed) approach in the correct configuration</i>• <i>make a clear decision to land/go-around at or before appropriate asymmetric committal altitude/height (ACH)</i>• <i>at ACH or when instructed, carry out a go-around to establish a safe climb in the recommended configuration at VYSE</i>
c	Asymmetric approach and full stop landing	<ul style="list-style-type: none">• <i>fly a visual circuit with asymmetric power to establish a final approach</i>• <i>maintain a stable (trimmed) approach in the correct configuration</i>• <i>make a clear decision to land at or before ACH</i>• <i>execute a safe landing at the recommended speed/configuration in the appropriate landing area</i>
d	Engine shutdown and restart	<ul style="list-style-type: none">• <i>control aircraft in heading, altitude, speed and balance during full engine shut down at safe altitudes, carry out appropriate drills and checklist</i>• <i>control aircraft heading, height and speed during re-start drills according to check list and re-establish aircraft to symmetric cruising flight</i>
e	ATC compliance and R/T procedures, Airmanship	<ul style="list-style-type: none">• <i>inform ATC of abnormal flight condition and any assistance required</i>• <i>comply with ATC procedures and instructions</i>• <i>adjust traffic pattern with due regard to weather, surface conditions, obstructions and other air traffic</i>• <i>adjust configuration and circuit pattern with regard to aeroplane performance</i>• <i>complete necessary checks and drills</i>
f	Relevant items of the class or type rating skill test, if applicable: i aeroplane systems (incl. autopilot) ii operation of pressurization system iii use of de- and anti-icing system	<ul style="list-style-type: none">• <i>aeroplane systems including handling of autopilot</i>• <i>operation of pressurisation system</i>• <i>use of de-icing and anti icing system</i>• <i>demonstrate ability to operate aircraft systems as applicable</i>• <i>rejected take off (at a reasonable speed)</i>• <i>safely bring the aircraft to a halt on the runway following a simulated emergency during the initial part of the take-off run</i>
g	Oral questions	<ul style="list-style-type: none">• <i>demonstrate knowledge of maintaining, operating, emergency handling and limitations of the aeroplane used for the flight test</i>



7. Standard of Completion

To pass the CPL(A) Skill Test, the Candidate shall demonstrate the ability to:

- a operate the aeroplane within its limitations;
- b complete all manoeuvres with smoothness and accuracy;
- c exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- d apply aeronautical knowledge;
- e maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- f stay within the following limits. Those tolerances are for general guidance; the Examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

height:	normal flight	± 100 ft
	with simulated engine failure	± 150 ft (ME only)
heading or tracking of radio aids:	normal flight	± 10°
	with simulated engine failure	± 15° (ME only)
speed:	take-off and approach	± 5 knots
	all other flight regimes	± 10 knots

Compared to requirement (a) and (f), completion standards (b) to (e) don't rely on quantitative tolerance, but on qualitative one. Usage of guidance provided in subpart 8 should provide for a fact-based and consistent assessment and decision of those qualitative requirements.



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e), and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Pre-flight Operation and Departure

planning and preparation of a safe and compliant flight, including the usage of TEM. Safe and compliant usage of the aircraft on the ground and during the transition to flight

Knowledge

- applicable regulations (rules of the air, operational, licensing)
- weather information interpretation and understanding
- Notams interpretation and understanding
- aircraft flight manual structure, relevant information usage
- aeronautical charts interpretation and usage
- radio communication procedures and standard phraseology

Skill

- flight preparation information retrieval
- searching in official reference documents (e.g. AFM, AIP)
- standard SOP and checklist usage
- smooth aircraft handling
- communicate clearly and assertively

Attitude

- looking for information and assess them critically
- safety-minded rather than mission-minded
- takes effective decisions
- assertive when in doubt
- aware of his limited experience and abilities

**Module 2.3 - CPL (A)****Section 2 - General Airwork**

safe and smooth aircraft operation throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge

- aircraft pitch-power-configuration values
- recovery procedures from an unusual aircraft state (stall, approach to stall, spiral dive)
- spin prevention and spin recovery procedure
- causes of load-factor increase and effect on stall speed
- critical airspeeds (e.g. V_s , V_{ne} , V_{no} , V_a) and respective ASI markings

Skill

- establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as required
- smooth, precise, and coordinated aircraft handling
- smooth flight path changes, following the established SOPs
- correct and systematic application of recovery drills

Attitude

- acquire and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path) and consider their future evolution
- set priorities (Fly, Navigate, Communicate, Manage)
- assertive, seek clarification of doubts and misunderstandings before acting

Section 3 - En-route Procedures

navigating safely and effectively between A and B, in compliance with the regulation; monitoring the flight and maintaining an awareness of the changing environment; implementing adequate solutions as necessary

Knowledge

- navigation charts legend and charts interpretation
- operational flight plan usage
- onboard navigation and communication equipment use and limitation
- applicable regulation (airspace class, weather minima)
- radiotelephony requirements, procedures, and applicable standard phraseology

Skill

- chart and ground reading (reconciliation of ground features and chart information)
- proficient usage of onboard navigation and communication equipment
- smooth tracking of the required ground track or radio-navigation track, while maintaining altitude
- communicate clearly, assertively, and in due time
- flight replanning and diversion implementation
- ability to fly and navigate in simulated IMC

Attitude

- aware of the current situation and its possible evolution, and proactively generating options
- set priorities (Fly, Navigate, Communicate, Manage) and manage workload
- takes effective decisions, displaying leadership
- considerate about other traffics and the potential threat
- ready and willing to seek assistance as necessary (e.g. from ATC)



Module 2.3 - CPL (A)

Section 4 - Approach and Landing Procedures

safe arrival and entry into an airport area in compliance with the regulation; structured pattern and stable approach leading to a safe landing in different configurations; discontinuation of the approach or landing

Knowledge	<ul style="list-style-type: none">• arrival procedures, standard pattern, visual approach chart reading, briefing structure and purpose• engine-out pattern and key positions• applicable landing techniques with different winds and configurations• go around procedures and applicable SOPs• radiotelephony requirements, procedures, and applicable standard phraseology• post-flight actions (e.g. post-flight inspection, logbook entry, flight plan closing, occurrence reporting)
Skill	<ul style="list-style-type: none">• systematic configuration changes, operated within the applicable limitations• precise and stable approach path• positive touch down within the designated touch down zone, at the correct speed• timely decision to abort the approach or landing• correct and systematic application of go-around drills• safe engine-out approach and landing
Attitude	<ul style="list-style-type: none">• awareness of the other traffics, their intentions, and the resulting impact• mindful about the environment and its impact (e.g. wind, sun, impending fog, night)• considerate for other traffics• assertive radiotelephony communication

Section 5 - Abnormal and Emergency Procedures

spotting, assessing, and addressing emergencies or abnormals using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• emergency drills memory items• understanding of all emergency and abnormal procedures• precautionary landing methodology• standard phraseology for emergency and abnormal situation• transponder codes for emergency or com-loss situations• priority setting tools (e.g. PPAA or FNCM)
Skill	<ul style="list-style-type: none">• instrument scanning for advanced information of an impending issue• timely execution of emergency drills memory items• proper use of the applicable checklist• ability to deal with a system failure according to the AFM• situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• information gathering and problem solving• informed decision making• awareness of time or height availability and exhaustion• informed decision making and effective implementation• set priorities (Fly, Navigate, Communicate, Manage)



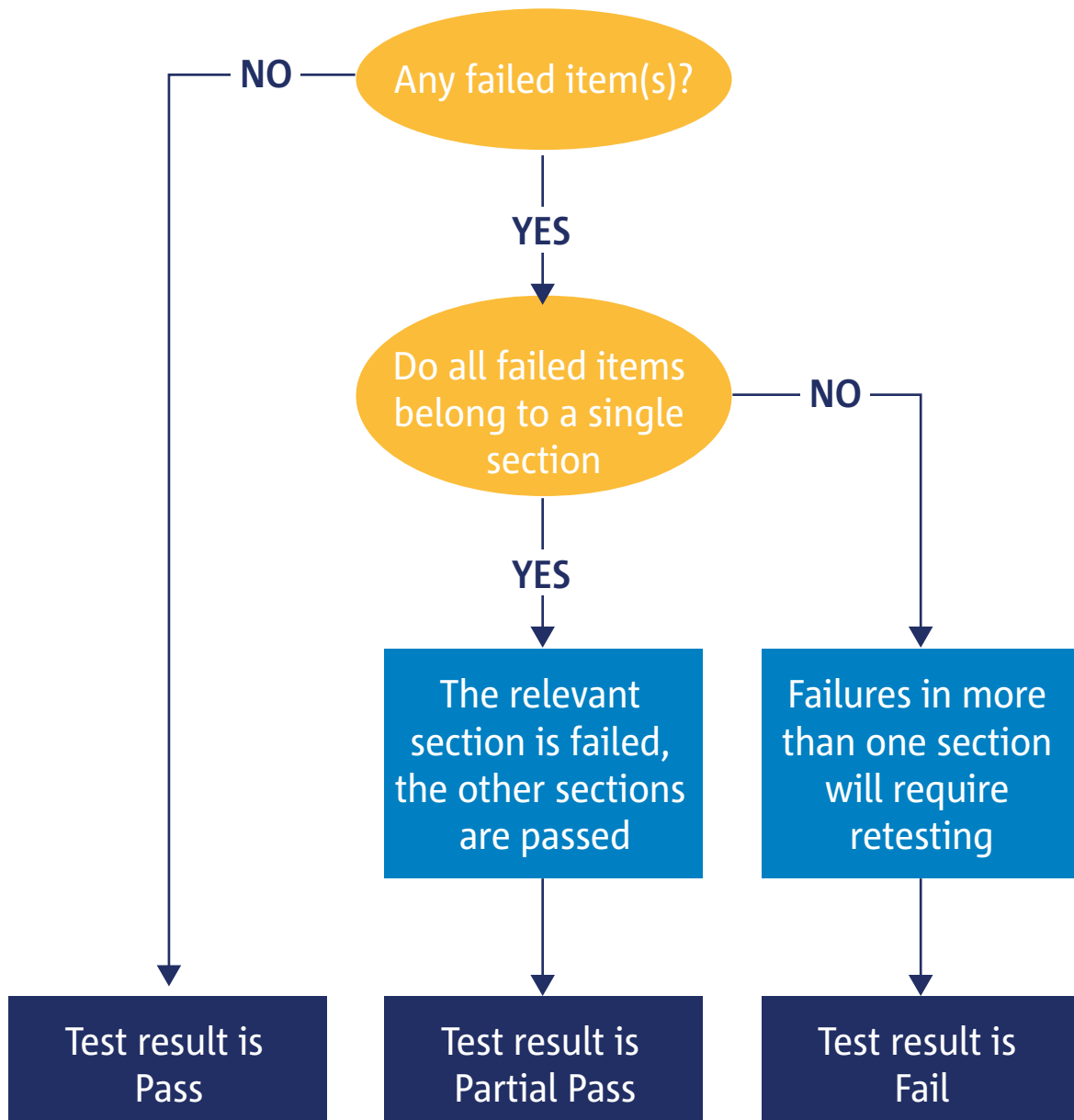
Section 6 - Simulated Asymmetric Flight and Relevant Class or Type Items

safe asymmetric operation during, and after, engine failure; single-engine flight path management during take-off, climb, approach, landing, and go-around; performance limitation issues

Knowledge	<ul style="list-style-type: none">• difference between single-engine controllability and performance• understanding that performance is related to excess power available• multi-engine specific speeds, relevance and markings (e.g. V_{sse}, V_{xse}, V_{yse}, V_{mca})• emergency drills memory items• engine failure emergency procedure• specific systems operation and limitations (e.g. pressurisation, anti/de-icing)
Skill	<ul style="list-style-type: none">• maintain aircraft control, and establish a stable flight path, during and after engine failure-simulation• timely execution of emergency drills memory items• proper use of the applicable checklist• adapt aircraft configuration for single-engine operation• standard phraseology for emergency and abnormal situation (e.i single-engine situation)• proper usage of specific aircraft systems (e.g. pressurisation, anti/de-icing)
Attitude	<ul style="list-style-type: none">• appreciation for the performance limitation and adoption of a conservative planning approach• assessment of the current situation under single-engine operation• realistic and effective decision making• anticipation and workload management



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training recommendation. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, aircraft logbook, closing ATS flight plan
- Skill test protocol and examiner report
 - original to the applicant, respectively as per the candidate's competent authority instructions
 - 1 copy to the candidate's competent authority
 - 1 copy to the examiner's competent authority
 - 1 copy for the examiner's records
- Candidate logbook

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 2.4 - ATPL (A)



Module 2.4 - ATPL (A)

ATPL (A) Skill Test

V2021.1

General Applicable Framework

Flight rules:	VFR/IFR
Operational rules:	Part-CAT, Part-NCC
Crew concept:	MPA
Equipment:	Aircraft/FSTD
Applicable type or class:	Aircraft to be specified in the rating
Required examiner certificate:	Appropriate to the Aircraft used



1. Introduction

The privileges of the holder of an ATPL are, within the appropriate aircraft category, to exercise all the privileges of the holder of an LAPL, a PPL and a CPL and to act as PIC of aircraft engaged in commercial air transport operations.

Applicants for an ATPL(A) shall pass a skill test in accordance with Appendix 9 to Part FCL to demonstrate the ability to perform, as PIC of a multi-pilot aeroplane under IFR, the relevant procedures and manoeuvres with the competency appropriate to the privileges granted.

For the issue of an ATPL Applicants shall have fulfilled the requirements for the type rating of the aircraft used in the skill test. If the ATPL(A) skill test is combined with a type rating skill test or renewal proficiency check, please refer to the General section 3.0 for the applicable FEM test module for the test being conducted. All theoretical and hours requirements must have been met before the skills test is completed.



2. Test Administration

Test profiles should be planned to make efficient use of time and airspace. The Examiner may choose between different skill test or proficiency check scenarios to ensure the mandatory items of the applicable test schedule are completed. Full-flight simulators and other training devices shall be used, as established in this Annex (Part-FCL).

Examiner's should plan 120 minutes for the test profile and 4 hours for the whole examination, avoiding protracted flight time beyond that reasonably required for the Candidate to display the required skills.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including the skill test recommendation if applicable. The Examiner should verify the Candidates credentials and check documentation such as:

- Valid ID or passport;
- The Candidate is at least 21 years old
- Medical certificate class 1 or 2, as applicable;
- Applicable pilot license and associated rating pages;
- Valid English language proficiency;
- Verify the Candidate's logbook for the required flight hours;
- Any other documentation required for the applicable class or type rating test

The Examiner should formally start the test when satisfied that the prerequisite requirements are met, and the Candidate is fit and ready.

3. Examiner Briefing

The Examiner should clearly define the roles of Examiner and Candidate during the test to ensure no ambiguity exists.

The Examiner should brief at least the following elements:

- Purpose and aim of the skill test
- Applicable weather minimum
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules
- Examiner responsibility
- Freedom for the Candidate to ask questions

When covering the pass/fail criteria, the Examiner should brief and agree with the Candidate the minimum standards for successful completion of the test items defined in the applicable FEM test module for the test being conducted by the Candidate.



4. Candidate Flight Briefing

The Examiner should allow the Candidate adequate time to prepare for the skill test or proficiency check scenario using actual or simulated flight information as appropriate. The Examiner should facilitate an uninterrupted briefing on the flight details from the Candidate.

5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing by asking questions related, as far as possible, to the planned flight.

6. Skill Test Items

Please refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate. The mandated skill test items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

7. Standard of Completion

Please refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate.

8. Competence Assessment Guidance

Please refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate.



9. Decision Making Flow Chart

Please refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate.

10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate of the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training requirements. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority.

11. Completion of all applicable records

All relevant records required by the candidates licencing authority must be completed. Please refer to the EASA Examiner Differences Document.

For any failed or partially pass test result, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 2.5 - MPL (A)



Module 2.5 - MPL (A)

MPL (A) Skill Test

V2021.1

General Applicable Framework

Flight rules:	IFR/VFR
Operational rules:	Part-CAT
Crew concept:	MPO
Equipment:	FSTD (FFS)/Aeroplane if FSTD not available
Applicable type or class:	CAT A
Required examiner certificate:	TRE(A), SFE(A) with MPL-credentials



1. Introduction

The privileges of the holder of an MPL(A) are, within the appropriate aircraft category, to act as Copilot of aircraft of the applicable category/class or type engaged in commercial air transport operations for remuneration. In addition a MPL(A) holder can act as PIC in all categories, classes and on types, for which they have passed the required training and tests in single-pilot-operation but not in commercial air-transport or for any kind of remuneration.

Applicants for an MPL(A) shall pass a skill test in accordance with Appendix 9 to Part FCL to demonstrate the ability to perform, as Copilot of a multi-pilot aeroplane under IFR and VFR the relevant procedures and manoeuvres with the competency appropriate to the privileges granted.

For the issue of an MPL(A) Applicants shall have fulfilled the requirements for the type rating of the aircraft used in the skill test. The MPL(A) skill test is combined with a type rating skill test. Therefore the applicable FEM test module Typing skill-test shall be used by the Examiner in addition to this module. Section 6 (CAT II or CAT III) is not part of the MPL (A) skill test. If Applicants only fail or do not take Sections 6, the type rating will be issued without CAT II or CAT III privileges. All theoretical and hours requirements must have been met before the skills test is completed.



2. Test Administration

Test profiles should be planned to make efficient use of time. The Examiner may choose between different skill test or proficiency check scenarios to ensure the mandatory items of the applicable test schedule are completed. Full-flight simulators and other training devices shall be used, as established in the Annex (Part-FCL).

Examiners should plan 120 minutes for the test profile and 4 hours for the whole examination, avoiding protracted flight time beyond that reasonably required for the Candidate to display the required skills.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including the skill test recommendation if applicable. The Examiner should verify the Candidates credentials and check documentation such as:

- Valid ID or passport
- The Candidate is at least 18 years old
- Medical EASA certificate class 1
- Valid English language proficiency;
- Verify the Candidate's logbook for the required flight hours;
- Any other documentation required for the applicable class or type rating test
- Radiotelephony privileges and language proficiency requirements
- Successful completion of the MPL(A) theoretical exam within the last 36 months
- EASA logbook, showing the relevant minimum experience and flight instruction, including UPRT, as per Part-FCL Appendix 3
- Course completion certificate from the ATO
- Relevant MPL(A) skill test form filled, and endorsed by the ATO if applicable

If the other crewmember required for the conduct of the skill-test is not a second MPL(A)-Candidate, the Examiner shall check their licenses and credentials.

When the Examiner is satisfied that the prerequisite requirements are met, they should seek confirmation that the Candidate is fit and ready for the test. If so, the Examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The Examiner should clarify the roles of the Examiner and Candidate(s) during the test to ensure no ambiguity exists.

The Examiner must brief the following elements:

- Freedom for the Candidate to ask questions
- Purpose and aim of the skill test
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO, or test requirements)
- Role-play in normal operations and simulated emergencies according to MPO-principles
- Simulator-Safety / Simulator-Evacuation
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules

When covering pass/fail criteria the Examiner should brief and agree with the Candidate the minimum standards for successful completion of the test items defined in the applicable FEM test module for the test being conducted by the Candidate.

4. Candidate Flight Briefing

The Examiner should allow the Candidate adequate time to prepare for the skill test scenario using simulated flight information. The Examiner should facilitate an uninterrupted briefing on the flight details for the planned LOFT-part from the Candidate.



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing by asking questions related, as far as possible, to the test covering, for example, the following areas:

- Follow-up questions to the Candidate's briefing
- Regulations (EU and relevant specific national requirements)
- Licensing (e.g. MPL(A) privileges, ratings validity, currency requirements)
- Operational aspects
- Weather information and interpretation
- Airspace structure and limitations
- Aircraft systems, limitations, performance, mass and balance
- Flight planning
- Navigation charts/database
- Emergency procedures

6. Skill Test Items

Refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate.

7. Standard of Completion

Refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate.

8. Competence Assessment Guidance

Refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate.



9. Decision Making Flow Chart

Refer to the General section 3.0 for the applicable FEM test module for the test being conducted by the Candidate.

10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training requirements. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible Instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.

11. Completion of all applicable records

All relevant records required by the candidate's licensing authority must be completed. Please refer to EASA Examiner Differences Document.

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 2.6 - IR (A)

**Module 2.6 - IR (A)****CPL(A) Skill Test****V2021.1****General Applicable Framework**

Flight rules:	IFR
Operational rules:	Part-NCO
Crew concept:	SPO
Equipment:	Aeroplane. An FSTD could be used for the approved item
Applicable type or class:	Any SPA, except HPA-Complex
Required examiner certificate:	IRE(A)



1. Introduction

The basic privileges of an IR(A) holder are to fly aeroplanes under IFR, including PBN operations, with a decision height of no less than 200 ft. This on the aeroplane class or type held with IR privileges and within the privileges of the relevant aeroplane pilot license held. For multi-engine IR privileges, the skill test shall be taken in a multi-engine aeroplane.



2. Test Administration

The Examiner should provide the Candidate with advance information regarding the examination flight routing, taking into account weather forecasts and local restrictions, to afford the Candidate with sufficient time to prepare the flight.

The test is intended to simulate a practical flight, flown single-pilot under IFR. The scenario should have a duration and structure that allows the Candidate to demonstrate all the test items without excessive workload. The flight duration shall be at least 60 minutes.

Usually, the Examiner occupies the instructor seat and is the PIC. No other person, if not operationally or organisationally necessary for the conduct of the examination, should be allowed in the aeroplane or simulator. Additionally, ATO limitations should be considered.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including IR(A) skill test recommendation; the ATO shall make available the training records for verification if requested. Accordingly, the following documents and conditions shall be verified:

- Passport or ID
- PPL(A) or higher (not applicable to integrated courses)
- NIT rating, if the IR privileges will be used at night (not applicable to integrated courses)
- Valid class/type rating for the aeroplane used in the skill test, otherwise refer to the CR/TR module
- Medical EASA Class 1 or 2, with IR checked
- Radiotelephony privileges and language proficiency requirements in English
- EASA logbook, showing a minimum of 50 hours of cross-country flight time as PIC on aircraft, of which at least 10 shall be on aeroplane
- EASA logbook, showing the following minimum flight instruction:
 - refer to Part-FCL Appendix 6 for modular IR flying training courses
 - refer to Part-FCL Appendix 3 for integrated IR flying training courses
- Training completion certificate from the ATO
- IR(A) skill test form filled, and endorsed by the ATO if applicable
- Aircraft documents
- Current navigation charts and database
- Insurance of aircraft covering check flights
- Specific equipment for the flight part (e.g. sight-limiting device)

When the Examiner is satisfied that the prerequisite requirements are met, they should seek confirmation that the Candidate is fit and ready for the test. If so, the Examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The Examiner must brief the following elements:

- Freedom for the Candidate to ask questions
- Purpose and aim of the skill test
- Applicable weather minima (e.g. IFR, Part-NCO, NAA, ATO, or test requirements)
- Examiner has PIC responsibility; the Candidate acts autonomously as if he was the PIC
- Handling of radio communications during specific parts of the test
- Use of the sight-limiting device
- Use of automation and flight-director
- Examiner role-play in normal operations and simulated emergencies
- ME only: engine failure-simulation (minimum safety height, handling of engine-controls).
- Handling of possible contingencies (technical, weather, ATC)
- Handling of actual emergencies (e.g. engine failure procedures, change of aircraft control)
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules

When covering pass/fail criteria the examiner should cover general standards of completion in subpart 7 of this module, including decision-making and airmanship. Some test items may require specific emphasis for the Candidate to understand what is required. The standards of completion should be agreed with the Candidate, and the Examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Radio communications
- Work systematic, workload management
- Navigation accuracy, PBN requirements, level of service and RAIM
- Go-around decision

In covering the standards of completion, the Examiner should also review how the Candidate has been trained by the ATO as procedures and flight techniques might differ between organisations. This is especially important for manoeuvres such as: unusual attitudes, stalls and engine-out procedures, etc.



4. Candidate Flight Briefing

The Examiner should allow the Candidate to brief uninterrupted; the Candidate shall conclude their briefing by making a go/no-go decision. The briefing should cover the following aspects:

- Timetable (e.g. slot planning, boarding time)
- Operational navigation flight plan
- Weather situation and forecast
- NOTAMs, including relevant local military restrictions, as applicable
- Fuel planning
- Mass and balance calculation
- Performance calculation
- IMC escape route (OEI procedure), if applicable
- ATC flight plan
- Aircraft status and documents, including maintenance release
- Threat and Error Management aspects



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing on the ground by asking questions related, as far as possible, to the planned flight covering, for example, the following areas:

- Follow-up questions to the Candidate's briefing
- Regulations (EU and relevant specific national requirements)
- Licensing (e.g. IR(A) privileges, ratings validity, currency requirements)
- Operational aspects
- Weather information and interpretation
- Airspace structure and limitations
- Aircraft systems, limitations, performance, mass and balance
- Flight planning
- Navigation charts
- Emergency procedures



6. Skill Test Items

The use of checklist, airmanship, anti-icing/de-icing procedures, etc., apply in all sections. To the exception of items (j), (k) and (l) in section 1 and section 3a, the flight shall be conducted by sole reference to instruments. Items (c), (g) and (h) in sections 4 and 5 can be performed in either section. Item (d) in section 2 may be performed in an FNPTII, FTD 2/3 or FFS; the FSTD used shall represent the same aeroplane type/class and variant used for the skill test.

The mandated skill test items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 1 - Pre-flight Operation and Departure		
a	Use of flight manuals, especially aeroplane performance calculation, mass and balance	<ul style="list-style-type: none">• complete mass and balance schedule• calculate aeroplane performance criteria and limitations applicable to runway and departure; make adjustments if required for actual conditions before take-off• verify availability and compliance of aeroplane documents
b	Use of Air Traffic Services document, weather document	<ul style="list-style-type: none">• use of suitable and correct documents, including maps; charts and approach procedure plates to prepare flight plan and flight log• obtain and assess all elements of the prevailing and forecast weather conditions• obtain and assess all aeronautical information and NOTAMs; where applicable complete a RAIM check (AUGUR) and consults NANUs for updated information on constellation status and advisories
c	Preparation of ATC flight plan, IFR flight plan/log	<ul style="list-style-type: none">• complete an appropriate flight navigation log• complete the required ATC flight plan(s) and ensures that all required airfields are addressed• determine that the aeroplane is correctly fuelled, loaded and legal for the flight.• confirm any aeroplane performance criteria and limitations applicable in relation to runway, departure and weather conditions• demonstrate sufficient knowledge of the regulatory requirements relating to instrument flight
d	Identification of the required navaids for departure, arrival and approach procedures	<ul style="list-style-type: none">• set and identifies the appropriate navaids, respectively set-up FMS, for take-off and departure, including emergency return, if relevant• set and identifies the appropriate navaids, respectively set-up FMS for approach and landing, if already possible



Module 2.6 - IR (A)

e	Pre-flight inspection	<ul style="list-style-type: none">• perform all elements of the aeroplane pre-flight inspections as applicable to the actual or simulated weather conditions, assuming the risk of icing conditions• confirm that the aeroplane is in a serviceable and safe condition for flight• check and completes all necessary documentation• take appropriate action with respect to any identified unsatisfactory conditions• confirm that the necessary navigation databases are current and that the planned RNAV approaches are available
f	Weather Minima	<ul style="list-style-type: none">• assess the weather affecting the departure, route, destination and alternate• determine the expected instrument approach minima and decision altitude• candidate will be expected to operate to the minimum weather conditions defined by the operating rules and airborne equipment limitation
g	Taxiing	<ul style="list-style-type: none">• complete all recommended taxiing checks and procedures• comply with airport markings and signals• follow ATC instructions
h	PBN departure (if applicable)	<ul style="list-style-type: none">• verify that the correct procedure has been loaded in the FMS, cross-check waypoints and constrains with the departure chart• verify that the correct navigation source is displayed and used
i	Pre-take-off briefing, Take-off	<ul style="list-style-type: none">• verify that applicable minimums can be complied with• brief cleared departure and constrains, verify correct set-up of NAV/COM/FMS• brief change of COM frequency after take-off if applicable.• brief runway status, T/O performance and speeds, SID climb requirements• brief emergency-procedures
j	Transition to instrument flight	<ul style="list-style-type: none">• transition to instrument flying before entering IMC, respectively simulated IMC• establish a stable flight path in trim• don sight-limiting device, as necessary
k	Instrument departure procedures, including PBN departures, and altimeter setting	<ul style="list-style-type: none">• follow SID and/or ATC instructions• stay within the applicable navigation tolerances• comply with altitude and speed restrictions, as published or cleared• apply correct altimeter setting procedure
l	ATC liaison — compliance, R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• switch COM frequencies as published or requested• demonstrate compliance with ATC instructions



Module 2.6 - IR (A)

Section 2 - General Handling

a	Control of the aeroplane by reference solely to instruments, including level flight at various speeds, trim	<ul style="list-style-type: none">• <i>demonstrate control of heading, altitude and airspeed in straight and level manual flight by reference to instruments</i>• <i>demonstrate correct use of trim.</i>
b	Climbing and descending turns with sustained rate one turn	<ul style="list-style-type: none">• <i>demonstrate performing correct rate 1 turns by use of different instruments and cross-check by timing the heading change during climb and descent</i>
c	Recoveries from unusual attitudes, including sustained 45° bank turns and steep descending turns	<ul style="list-style-type: none">• <i>recognise the situation and initiate prompt and correct recovery action</i>• <i>continue recovery action without exceeding any aeroplane limitations</i>• <i>complete all necessary checks and drills</i>
d	Recovery from approach to stall in level flight, climbing/ descending turns and in landing configuration	<ul style="list-style-type: none">• <i>establish the stall entry as appropriate from straight or turning flight and select the required aeroplane configuration</i>• <i>recognise the symptoms of incipient and full stalls</i>• <i>recover systematically by reducing the AoA and then re-establishing a safe and stable flight path</i>• <i>complete all necessary checks and drills</i>
e	Limited panel: stabilised climb or descent, level turns at rate one onto given headings, recovery from unusual attitudes	<ul style="list-style-type: none">• <i>control the aeroplane without use of gyro heading and attitude instruments within the nominated limits</i>• <i>complete flight in straight and level, and climbing and descending, at nominated speeds. Turns flown at Rate 1 onto nominated headings, using the correct technique and demonstrating correct instrument scan and interpretation</i>• <i>recognise the situation, establish trustworthy information, and initiate prompt and correct recovery action</i>



Module 2.6 - IR (A)

Section 3 - En-route IFR Procedures		
a	Tracking, including interception (e.g. NDB, VOR, or track between waypoints)	<ul style="list-style-type: none">• demonstrate systematic interception procedure onto given given tracks or radials, using the navigation means assigned by the Examiner• demonstrate systematic wind correction procedure• stay within the applicable navigation tolerances
b	Use of navigation system and radio aids	<ul style="list-style-type: none">• demonstrate proficiency in setting, identifying and using navigation aids• demonstrate proficiency in programming waypoints, tracks and airways into FMS• understand the applicability and limitations of the different navigation systems
c	Level flight, control of heading, altitude and airspeed, power setting, trim technique	<ul style="list-style-type: none">• demonstrate competence at controlling and manoeuvring the aeroplane by sole reference to instruments• maintain the heading, altitude and speed as computed in navigation log, respectively assigned by ATC or by the Examiner, within the prescribed limits• use an appropriate instrument scanning and cross check technique to maintain the flight within prescribes limits
d	Altimeter setting	<ul style="list-style-type: none">• set and cross checks altimeters, to QNH or standard pressure setting, as per applicable ATC regulations and aircraft system requirements
e	Timing and revision of ETAs (en-route hold, if required)	<ul style="list-style-type: none">• advise ATC when ETA would exceed the applicable requirement• use correct holding entry• make the necessary wind and time corrections• comply with applicable speed restrictions
f	Monitoring of flight progress, flight log, fuel usage, systems' management	<ul style="list-style-type: none">• maintain a navigation log to monitor flight progress and fuel situation• observe en-route weather and adjust altitude and/or route as necessary to ensure flight safety, comfort or efficiency, in coordination with ATC• use appropriate means to update weather information concerning the conduct of the flight or possible diversion-planning
g	Ice protection procedures, simulated if necessary	<ul style="list-style-type: none">• demonstrate adequate icing conditions situation awareness, in relation to de/ant-ice protection system capabilities• demonstrate proper usage of the de/anti-icing protection system• demonstrate adequate decision making to maintain a safe flight
h	ATC compliance and R/T procedures	<ul style="list-style-type: none">• maintain two way R/T communication using correct phraseology throughout• demonstrate correct knowledge of com-failure-procedures• comply with ATC clearances and instructions



Module 2.6 - IR (A)

Section 3a - Arrival Procedures

a	Setting and checking of navigational aids, identification of facilities, if applicable	<ul style="list-style-type: none">• <i>define an adequate nav setting strategy to fly the arrival and approach</i>• <i>set and identify the required navigation aids, respectively set-up the FMS</i>
b	Arrival procedures, altimeter check	<ul style="list-style-type: none">• <i>listen to ATIS or request the arrival information from ATC</i>• <i>set and cross checks altimeters to QNH as per applicable ATC regulations</i>
c	Altitude and speed constraints, if applicable	<ul style="list-style-type: none">• <i>plan and manage descent profile in anticipation of altitude and speed constrains</i>• <i>comply with applicable altitude and speed restriction</i>
d	PBN arrival (if applicable): check that the correct procedures has been loaded in the navigation system; and cross check between the navigation system display and the approach chart	<ul style="list-style-type: none">• <i>verify that the correct procedure has been loaded in the FMS, cross-check waypoints and constrains with the relevant arrival chart</i>• <i>verify that the correct navigation source is displayed and used</i>



Module 2.6 - IR (A)

Section 4 - 3D Operations

a	Setting and checking of navigation aids, check vertical path angle. For RNP approaches: check that the correct procedures has been loaded in the navigation system; and cross check between the navigation system display and the approach chart	<ul style="list-style-type: none">• set and identify the relevant navigation aids, respectively load and verify the applicable procedure• confirm the availability and serviceability of selected navigation aids, respectively GNSS/SBAS level of service, or RAIM availability, if applicable• monitor approach activation
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities	<ul style="list-style-type: none">• brief approach to be used and automation level, determine minimum• verify suitability of current weather conditions• brief approach and go-around path, including altitudes and speeds• confirm approach preparation and navigation setting• complete the checks for approach
c	Holding procedure	<ul style="list-style-type: none">• use correct holding entry• make the necessary wind and time corrections• comply with applicable speed restrictions
d	Compliance with published approach procedure	<ul style="list-style-type: none">• comply with the published approach procedures• crosscheck GS/GP intercept position and verify altimeter settings• at the DA decide on approach continuation or initiate a go-around
e	Approach timing	<ul style="list-style-type: none">• monitor or control the approach procedure using timing, as necessary
f	Altitude, speed, heading control (stabilised approach)	<ul style="list-style-type: none">• establish the final approach and maintain the approach path in horizontal and vertical profile to DA• establish the appropriate aeroplane configuration and airspeed for the different approach phases• control the aeroplane to achieve a stable and trimmed final approach path with the defined configuration• at DA acquire visual references to continue to land or initiate missed approach
g	Go-around action	<ul style="list-style-type: none">• promptly establish the aeroplane in a safe climb and reconfigure accordingly• ensure that suitable lateral and vertical navigation is displayed• inform ATC when time permit



Module 2.6 - IR (A)

h	Missed approach procedure/landing	<ul style="list-style-type: none">• follow assigned missed approach procedure, or• continue to land
i	ATC compliance and R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions• know the applicable com-loss procedure

Section 5 - 2D Operations

a	Setting and checking of navigation aids. For RNP approaches: check that the correct procedures has been loaded in the navigation system; and cross check between the navigation system display and the approach chart	<ul style="list-style-type: none">• set and identify the relevant navigation aids, respectively load and verify the applicable procedure• confirm the availability and serviceability of selected navigation aids, respectively GNSS/SBAS level of service, or RAIM availability, if applicable• monitor approach activation
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities	<ul style="list-style-type: none">• brief approach to be used and automation level, determine minimum• verify suitability of current weather conditions• brief approach and go-around path, including altitudes and speeds• confirm approach preparation and navigation setting• complete the checks for approach
c	Holding procedure	<ul style="list-style-type: none">• use correct holding entry• make the necessary wind and time corrections• comply with applicable speed restrictions
d	Compliance with published approach procedure	<ul style="list-style-type: none">• comply with the published approach procedures, using a CDFA technique• anticipate the final descent to be established on the nominated approach path at the defined speed and configuration• never encroach the published minimum descent altitude steps• at the DA, respectively MAP, decide on approach continuation or initiate a go-around
e	Approach timing	<ul style="list-style-type: none">• monitor or control the approach procedure using timing, as required



Module 2.6 - IR (A)

f	Altitude/distance to MAPt, speed, heading control (stabilised approach), Stop Down Fixes, if applicable	<ul style="list-style-type: none">• anticipate the final descent to be established on the nominated approach path at the defined speed and configuration• monitor vertical position on the nominated approach path with the provided altitude/distance table, respectively altitude/time table• establish the appropriate aeroplane configuration and airspeed for the different approach phases• control the aeroplane to achieve a stable and trimmed final approach path with the defined configuration• at DA acquire visual references to continue to land or initiate missed approach
g	Go-around action	<ul style="list-style-type: none">• promptly establish the aeroplane in a safe climb and reconfigure accordingly• ensure that suitable lateral and vertical navigation is displayed• inform ATC when time permit
h	Missed approach procedure/landing	<ul style="list-style-type: none">• follow assigned missed approach procedure, or• continue to land
i	ATC compliance and R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions

Section 6 – Flight with One Engine Operative

a	Simulated engine failure after take-off or on go-around	<ul style="list-style-type: none">• maintain control of aeroplane by sole reference to instruments• identify failed engine, complete checks and drills, establish safe climb at VYSE in trim• follow planned IMC escape route (OEI procedure), as briefed
b	Approach, go-around and procedural missed approach with one engine inoperative	<ul style="list-style-type: none">• fly a stable OEI approach with the appropriate configuration• make a clear decision to land/go-around at or before appropriate asymmetric committal altitude/height (ACH)• at the ACH initiate a safe OEI go-around to a OEI climb, with the appropriate configuration• ensure that suitable lateral and vertical navigation is displayed• follow assigned missed approach procedure
c	Approach and landing with one engine inoperative	<ul style="list-style-type: none">• fly a stable OEI approach with the appropriate configuration• make a clear decision to land/go-around at or before appropriate asymmetric committal altitude/height (ACH)• at the ACH, establish visual reference and continue for an OEI landing
d	ATC compliance and R/T procedures	<ul style="list-style-type: none">• inform ATC of situation and intention• inform ATC of limitations, capability, and support/assistance needed• demonstrate standard R/T procedures and phraseology



7. Standard of Completion

To pass the IR(A) Skill Test, the Candidate shall demonstrate the ability to:

- a operate the aeroplane within its limitations;
- b complete all manoeuvres with smoothness and accuracy;
- c exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- d apply aeronautical knowledge;
- e maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- f stay within the following limits. Those tolerances are for general guidance; the Examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

height:	generally	± 100 ft
	starting a go-around at DA	+ 50/-0 ft
	minimum descent altitude	+ 50/-0 ft
heading:	all engines operating	$\pm 5^\circ$
	with simulated engine failure	$\pm 10^\circ$ (ME only)
speed:	all engines operating	± 5 knots
	with simulated engine failure	+ 10/-5 knots (ME only)
tracking:	on radio aids	$\pm 5^\circ$
	angular deviation (e.g. ILS, LPV)	$\frac{1}{2}$ scale lateral and vertical
	linear lateral deviation (e.g. LNAV)	$\frac{1}{2}$ RNP value of the procedure
	linear vertical deviation (e.g. LNAV/baro VNAV)	< 75 ft below the vertical profile, and < 75 ft above the vertical profile when less than 1'000 ft AAL

Compared to requirements (a) and (f), completion standards (b) to (e) do not rely on quantitative tolerances, but on qualitative ones. Usage of guidance provided in subpart 8 should provide for a fact-based and consistent assessment and decision of those qualitative requirements.



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e), and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Pre-flight Operation and Departure

planning and preparation of a safe and compliant flight, including the usage of TEM. Safe and compliant usage of the aeroplane on the ground and during the transition to flight

Knowledge

- applicable regulations (rules of the air, operational, licensing)
- weather information interpretation and understanding
- NOTAMs interpretation and understanding
- aircraft flight manual structure, relevant information usage
- aeronautical charts interpretation and usage
- radio communication procedures and standard phraseology

Skill

- flight preparation information retrieval
- searching in official reference documents (e.g. AFM, AIP)
- standard SOP and checklist usage
- smooth aircraft handling
- communicate clearly and assertively

Attitude

- looking for information and assess them critically
- safety-minded rather than mission-minded
- take effective decisions
- assertive when in doubt
- aware of his limited experience and abilities

**Module 2.6 - IR (A)****Section 2 - General Handling**

safe and smooth aeroplane operation by sole reference to instruments throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge	<ul style="list-style-type: none">• aircraft pitch-power-configuration values• recovery procedures from an unusual aircraft state (stall, approach to stall, unusual attitude)• causes of load-factor increase and effect on stall speed• critical airspeeds (e.g. V_s, V_{ne}, V_{no}, V_a) and respective ASI markings
Skill	<ul style="list-style-type: none">• control of the aeroplane by sole reference to instruments• establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as required• smooth, precise, and coordinated aircraft handling• smooth flight path changes, following the established SOPs• correct and systematic application of recovery drills
Attitude	<ul style="list-style-type: none">• acquire and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path, weather, icing) and consider their future evolution• set priorities (Fly, Navigate, Communicate, Manage)• assertive, seek clarification of doubts and misunderstandings before acting

Section 3 - En-route IFR Procedures

navigating safely and effectively en-route under IFR, in compliance with the regulation; monitoring the flight and maintaining an awareness of the changing environment; implementing adequate solutions as necessary

Knowledge	<ul style="list-style-type: none">• navigation charts legend and charts interpretation• operational flight plan usage• onboard navigation and communication equipment use and limitation• applicable regulation (airspace class, en-route altitude)• radiotelephony requirements, procedures, and applicable standard phraseology
Skill	<ul style="list-style-type: none">• IFR charts reading (understanding and usage of information)• proficient usage of onboard navigation and communication equipment• smooth tracking of radio-navigation track, while maintaining altitude• communicate clearly, assertively, and in due time• weather situation understanding
Attitude	<ul style="list-style-type: none">• aware of the current situation and its possible evolution, and proactively generating options• set priorities (Fly, Navigate, Communicate, Manage) and manage workload• take effective decisions, displaying leadership• conservative in regard to weather threats (icing, convective weather)• ready and willing to seek assistance as necessary (e.g. from ATC)

**Module 2.6 - IR (A)****Section 3a – Arrival Procedures**

safe and systematic arrival procedure and instrument approach preparation; structured nav aids setup, briefing and checks. Observation of constraints and safe altitudes. Clear and timely communication with ATC

Knowledge	<ul style="list-style-type: none">• instrument arrival procedures, instrument approach chart reading, briefing structure and purpose• application of minima and limitations (ceiling, visibility, wind)• general weather situations and specific local weather phenomena• knowledge of advanced navigation and warning systems (e.g FMS, GNSS)
Skill	<ul style="list-style-type: none">• adherence to instrument arrival procedures,• applicable standard communication phraseology• handling of advanced navigation and warning systems (e.g. FMS, GNSS)
Attitude	<ul style="list-style-type: none">• awareness of weather development and traffic restrictions• importance of thorough preparation and knowledge of IFR procedures• importance of insight into advanced navigation systems• assertive radiotelephony communication

Section 4 - 3D Operations

safe, compliant and structured 3D approach preparation and conduct; stable vertical and lateral tracking to DA; establishment of visual references and continuation for a safe landing, otherwise initiation of a go-around

Knowledge	<ul style="list-style-type: none">• obstacle clearance margin along the different approach segments• stable approach criteria• governing minima and conditions to start and continue the approach• effect of wind and wind correction method
Skill	<ul style="list-style-type: none">• identification of approach aid, respectively monitoring of approach activation• positive verification of GS/GP intercept position• aeroplane control to achieve a stable and trimmed final approach path• missed approach procedure and guidance activation
Attitude	<ul style="list-style-type: none">• assertive decision making in case of unstabilised approach• assertive decision making if visual references are not acquired at DA• consideration of alternatives (holding, alternate airports, diversions etc.)• awareness of weather evolution and fuel situation



Module 2.6 - IR (A)

Section 5 – 2D Operations

safe, compliant and structured 2D approach preparation and conduct; monitored vertical profile with adequate adjustments to DA; smooth corrections to visually align the plane with the runway on the correct final path

Knowledge	<ul style="list-style-type: none">• obstacle clearance margin along the different approach segments• stable approach criteria• governing minima and conditions to start and continue the approach• effect of wind and wind correction method
Skill	<ul style="list-style-type: none">• identification of approach aid, respectively monitoring of approach activation• point of descent anticipation• aeroplane control to achieve a stable and trimmed final approach path• monitoring of altitude/distance, respectively altitude/time• missed approach procedure and guidance activation
Attitude	<ul style="list-style-type: none">• assertive decision making in case of unstabilised approach• assertive decision making if visual references are not acquired at DA• consideration of alternatives (holding, alternate airports, diversions etc.)• awareness of weather evolution and fuel situation

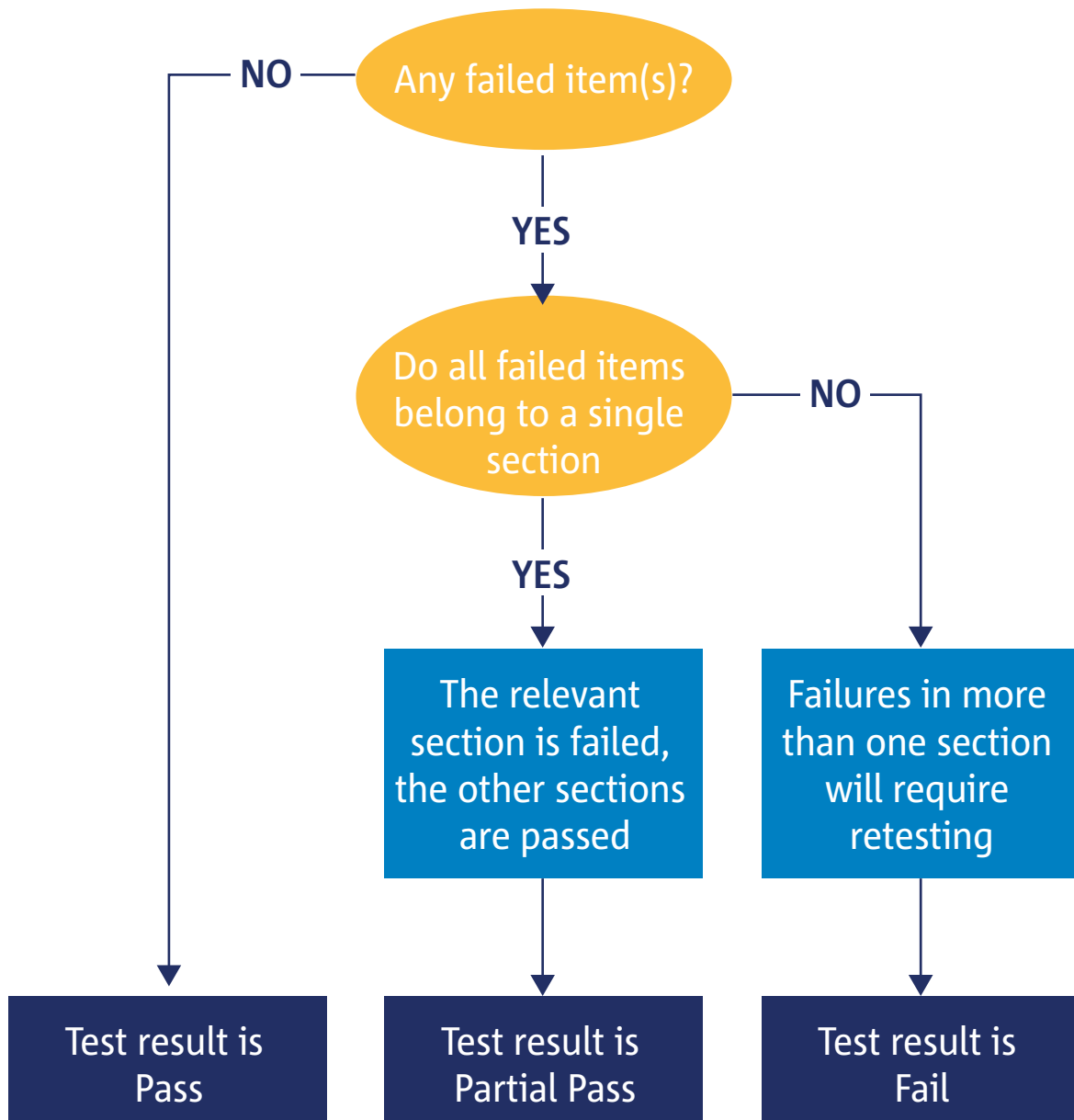
Section 6 – Flight with One Engine Inoperative (multi-engine aeroplanes only)

safe asymmetric operation, by sole reference to instruments, during and after engine failure; OEI flight path management during take-off, climb, approach, landing, and go-around; OEI escape route considerations

Knowledge	<ul style="list-style-type: none">• multi-engine specific speeds, relevance and markings (e.g. V_{sse}, V_{xse}, V_{yse}, V_{mca})• automation and flight director limitations under OEI conditions• anti/de-icing limitations under OEI conditions• performance requirements for IFR procedures and that only normal operations are considered• determination of suitable escape route (OEI procedure)• standard phraseology for emergency and abnormal situation
Skill	<ul style="list-style-type: none">• maintain aircraft control, by sole reference to instruments, and establish a stable flight path, during and after engine failure• timely execution of emergency drills and proper use of the applicable checklists• adapt aircraft configuration for single-engine operation• proper usage of specific aircraft systems under OEI condition (e.g. pressurisation, anti/de-icing)• proper usage of standard phraseology to inform ATC and seek appropriate assistance
Attitude	<ul style="list-style-type: none">• appreciation for the performance limitations and adoption of a conservative planning approach• assessment of the current situation under OEI operation• realistic and effective decision making• workload anticipation and management



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training recommendation. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, aircraft logbook, closing ATS flight plan
- Skill test protocol and examiner report
 - original to the applicant, respectively as per the candidate's competent authority instructions
 - 1 copy to the candidate's competent authority
 - 1 copy to the examiner's competent authority
 - 1 copy for the examiner's records
- Candidate logbook

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 4.1 - CR TR SP(A)

**CR/TR(A) Skill Test or Proficiency Check (except HPA-Complex)****V2021.1****General Applicable Framework**

Flight rules:	VFR, VFR/IFR
Operational rules:	Part-NCO
Crew concept:	SPO, MPO, SPO/MPO
Equipment:	Aeroplane, FSTD
Applicable type or class:	SEP, MEP, SET, MET
Required examiner certificate:	FE(A) or CRE(A), with IR examination privileges, if relevant



1. Introduction

The privileges of the CR/TR holder are to act as PIC on the class or type of aeroplane specified in the rating, within the privileges of the relevant aeroplane pilot license held.

The test content for the different possible crew concepts is provided in subpart 6.



2. Test Administration

The Examiner should provide the Candidate with advance information regarding the examination flight routing, taking into account weather forecasts and local restrictions, to afford the Candidate with sufficient time to prepare for the skill test, respectively proficiency check. Section 3A shall be completed to revalidate a type or multi-engine class rating, VFR only, where the required experience of 10 route sectors within the previous 12 months has not been completed; however, Section 3A does not replace the route sector with examiner required under the applicable regulation. Section 3A is not required if Section 3B is completed. If the test or check includes IR revalidation or renewal, at least one of the approach shall be PBN.

Usually, the Examiner occupies the instructor seat and is the PIC. No other person, if not operationally or organisationally necessary for the conduct of the examination, should be allowed in the aeroplane or simulator. Additionally, ATO limitations, if applicable, should be considered.

Before proceeding with the test or check, the Examiner shall verify that the prerequisites are met; if applicable, the ATO/DTO shall make available the training records for verification if requested. Accordingly, the following documents and conditions shall be verified:

- Passport or ID
- PPL(A) or higher
- Medical EASA Class 1 or 2, with IR checked if IR revalidation/renewal is included
- Radiotelephony privileges and language proficiency requirements
- EASA logbook, showing the relevant minimum experience and flight instruction
- Relevant CR/TR(A) skill test form filled, endorsed by the ATO if applicable
- Aircraft documents
- Current navigation charts, and database if applicable
- Insurance of aircraft covering check flights
- Specific equipment for the flight part (e.g. sight-limiting device)

Additionally for a skill test:

- TR/CR course completion certificate from the ATO
- HPA course, if first HPA CR/TR

Additionally for a revalidation proficiency check:

- for types and multi-engine class, 10 route sectors within the previous 12 months, or
- a route sector flown with an examiner (this sector could be flown before, after, or during the proficiency check)
- this requirement do not apply when the proficiency check is combined with a CAT OPC

Additionally for a renewal proficiency check:

- CR/TR refresher training completion certificate from an ATO

When the Examiner is satisfied that the prerequisite requirements are met; they should seek confirmation that the Candidate is fit and ready for the test. If so, the Examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The Examiner must brief the following elements:

- Freedom for the Candidate to ask questions
- Purpose and aim of the test/check
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO, or test requirements)
- Examiner has PIC responsibility; the Candidate acts autonomously as if he was the PIC
- Handling of radiocommunications during specific parts of the test
- Use of the sight-limiting device
- Examiner role-play in normal operations and simulated emergencies
- Engine failure-simulation (minimum safety height, handling of engine-controls).
- Handling of possible contingencies (technical, weather, ATC)
- Handling of actual emergencies (e.g. engine failure procedures, change of aircraft control)
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules

When covering pass/fail criteria the examiner should explicate the standards of completion laid down in subpart 7 of this module, including decision-making and airmanship. Some test items may require specific emphasis for the Candidate to understand what is required. The standards of completion should be agreed with the Candidate, and the Examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Take-off performance; selection of take-off rejection point
- Landing performance; selection of touchdown point and acceptable tolerances for the different types of landings
- Crosswind take-off and landing; expectation on handling and precision
- Navigation accuracy
- Simulated emergencies; expectation on handling, checklist use and what and how to simulate.

In covering the standards of completion, the Examiner should also review how the Candidate has been trained by the ATO, if applicable, as procedures and flight techniques might differ between organisations. This is especially important for manoeuvres such as: unusual attitudes, stalls and engine-out procedures, etc.



4. Candidate Flight Briefing

The Examiner should allow the Candidate to brief uninterrupted; the Candidate shall conclude their briefing by making a go/no-go decision. The briefing should cover the following aspects:

- Timetable (e.g. slot planning, boarding time)
- Operational navigation flight plan
- Weather situation and forecast
- NOTAMs, including relevant local military restrictions, as applicable
- Fuel planning
- Mass and balance calculation
- Performance calculation
- ATC flight plan, if applicable
- Aircraft status and documents, including maintenance release
- Threat and Error Management aspects



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing on the ground by asking questions related, as far as possible, to the planned flight covering, for example, the following areas:

- Follow-up questions to the Candidate's briefing
- Regulations (EU and relevant specific national requirements)
- Licensing (e.g. CR/TR privileges, ratings validity, currency requirements)
- Operational aspects
- Weather information and interpretation
- Airspace structure and limitations
- Aircraft systems, limitations, performance, mass and balance
- Flight planning
- Navigation charts
- Emergency procedures



6. Skill Test and Proficiency Check items

The use of checklist, airmanship, anti-icing/de-icing procedures, etc., apply in all sections. Section 3B and, for multi-engine, Section 6, shall be flown by sole reference to instruments if the revalidation, respectively renewal, of an IR is included in the test/check. Section 5 may be combined with sections 1 to 4; section 6, if applicable, may be combined with sections 1 to 5.

When an FSTD is used for parts, or the whole, of the test, the FSTD suitability shall be verified and the applicable limitations considered.

The mandatory items are denoted by an **M** in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 7 (UPRT) relates to training only and shall not be tested. Accordingly, section 7 is not provided hereafter.

The following table provides the test content for the different possible crew concepts:

	SPO	MPO	SPO to MPO (initial)	MPO to SPO (initial)	SPO + MPO
Initial Issue	Sections 1-6	Sections 1-6	Sections 1-6	SE Aeroplanes 1.6, 4.5, 4.6, 5.2 and one approach from section 3B, if applicable ME Aeroplanes 1.6, section 6 and one approach from section 3B, if applicable	n/a
Revalidation	Sections 1-6	Sections 1-6	n/a	n/a	SE Aeroplanes MPO part: sections 1-6 SPO part: 1.6, 4.5, 4.6, 5.2 and one approach from section 3B, if applicable
Renewal					ME Aeroplanes MPO part: sections 1-6 SPO part: 1.6, section 6 and one approach from section 3B, if applicable



Module 4.1 - CR TR SP(A)

Section 1 - Departure		
1	Pre-flight, including documentation, mass and balance, weather briefing, NOTAMS	<ul style="list-style-type: none">• check that all documents required for the flight are carried and correct• obtain and assess all elements of the prevailing and forecast weather conditions• obtain and assess all aeronautical information and NOTAMS• complete an appropriate flight navigation log, chart and flight plan• determine that the aeroplane is correctly fuelled for the flight• complete mass and balance schedule and establish performance criteria
2 M	Pre-start checks: external and internal	<ul style="list-style-type: none">• check aeroplane serviceability record and technical log• perform all elements of the aeroplane pre-flight inspections as detailed• confirm that the aeroplane is in a serviceable and safe condition for flight• check and complete all necessary documentation• complete an appropriate passenger emergency procedure briefing
3 M	Engine starting: normal, malfunctions	<ul style="list-style-type: none">• complete engine starting and after starting procedures as per the applicable checklist• execute abnormal engine start procedures and analyse situation
4 M	Taxiing	<ul style="list-style-type: none">• complete all recommended taxiing checks and procedures• comply with airport markings and signals• maintain adequate spacing from other aircraft and obstacles
5 M	Pre-departure checks: engine run-up (if applicable)	<ul style="list-style-type: none">• ensure all systems are operating normally, respectively comply with MEL provisions, if applicable• complete all departure checks and drills including engine operation• ensure the aeroplane is correctly configured for departure• obtain ATC departure clearance
6 M	Take-off procedure: normal with flight manual flaps setting, and crosswind (if conditions are available)	<ul style="list-style-type: none">• confirm any aeroplane performance criteria including crosswind condition• position the aeroplane correctly for take-off and advance the power-lever/s to take off power with appropriate checks• use the correct take-off technique using the recommended speeds for rotation/lift-off and initial climb• ensure a safe climb and departure adjusting power and aeroplane configuration as appropriate• complete all necessary after take-off checks



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7 M	Climbing: V_x/V_y, turns onto headings, level off	<ul style="list-style-type: none">• <i>achieve target speeds and headings</i>• <i>comply with ATC instructions</i>• <i>use correct and effective lookout techniques</i>• <i>complete all necessary climb checks</i>• <i>maintain the aeroplane in trim</i>
8 M	ATC compliance and R/T procedures	<ul style="list-style-type: none">• <i>demonstrate standard R/T procedures and phraseology</i>• <i>demonstrate compliance with ATC instructions</i>



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Section 2 - Airwork (VMC)		
1	Straight and level flight at various airspeeds including flight at critically low airspeeds with and without flaps (including approach to V_{mca} when applicable)	<ul style="list-style-type: none">• demonstrate control of heading, altitude and airspeed in straight and level flight by visual attitudes while maintaining a correct lookout technique• demonstrate correct technique for visual flight manoeuvring within the specified limits• maintain balance and trim• demonstrate an understanding of V_{mca} and control recovery procedure
2 M	Steep turns (360° left and right at 45° bank)	<ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude and speed• establish and maintain a coordinated turn with the specified bank• coordinate the recovery from turns to straight and level flight as directed by the Examiner without loss/gain of height
3 M	Stalls and recovery: i. clean stall ii. approach to stall in descending turn with approach configuration and power iii. approach to stall in landing configuration and power iv. approach to stall in climbing turn with take-off flaps and climb power (single-engine aeroplanes only)	<ul style="list-style-type: none">• consider safety checks before the manoeuvres where necessary• establish the stall entry as appropriate from straight or turning flight and select the required aeroplane configuration• recognise the symptoms of incipient and full stalls• recover systematically by reducing the AoA and then re-establishing a safe and stable flight path• complete all necessary checks and drills• maintain lookout throughout
4 M	Handling using autopilot and flight director (may be conducted in Section 3), if applicable	<ul style="list-style-type: none">• complete correctly the necessary AP/FD pre-flight checks• know the AP/FD limitations• demonstrate correct operating procedures of AP/FD in all applicable modes
5 M	ATC compliance and R/T procedures	<p>during this section the Examiner will be responsible for most of the ATC liaison and R/T procedures but this does not absolve the applicant from taking responsibility for the management of his aeroplane and for collision avoidance</p>



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Section 3A - En-route Procedures VFR

1	Flight plan, dead reckoning, and map reading	<ul style="list-style-type: none">• <i>navigate by means of calculated headings, ground speed and time</i>• <i>identify position visually by reference to ground features and map</i>
2	Maintenance of altitude, heading and speed	<ul style="list-style-type: none">• <i>control aeroplane using visual attitude flying techniques</i>• <i>maintain the heading, altitude and speed as computed in navigation log</i>• <i>maintain systematic lookout</i>
3	Orientation, timing and revision of ETAs	<ul style="list-style-type: none">• <i>maintain awareness of surrounding terrain, obstacles and restricted airspaces</i>• <i>make appropriate adjustment to maintain, regain or correct back to track</i>• <i>overfly fixes within 3 minutes of ETA</i>
4	Use of radio navigation aids (if applicable)	<ul style="list-style-type: none">• <i>select and identify appropriate radio and navigation aids as required or nominated by Examiner</i>• <i>intercept and maintain given tracks or radials using the navigation aids nominated</i>
5	Flight management (flight log, routine checks including fuel, systems and icing)	<ul style="list-style-type: none">• <i>maintain a navigation log to monitor flight progress and fuel situation</i>• <i>set engine power for cruise or endurance performance in accordance with AFM</i>• <i>set and cross check altimeters to local QNH or standard pressure setting, as appropriate</i>• <i>complete all necessary checks and drills</i>
6	ATC compliance and R/T procedures	<ul style="list-style-type: none">• <i>maintain two way R/T communication using correct phraseology throughout</i>• <i>obtain ATC clearances or flight information, as appropriate</i>• <i>comply with ATC clearances and instructions when required</i>



Module 4.1 - CR TR SP(A)

Section 3B - Instrument Flight

1 M	Departure IFR	<ul style="list-style-type: none">• establish the climb, complete a smooth transition to instrument flight and complete after take-off checks and drills• follow the cleared SID or ATC departure instructions• maintain aeroplane control, speed, heading, level and balance• apply appropriate drift corrections to maintain assigned departure track• identify any navigation aids used• complete all necessary climb checks including altimeter setting procedures and ice precautions
2 M	En route IFR	<ul style="list-style-type: none">• follow the flight-planned route, or cleared ATC route, within the operating limits specified• identify and use navigation systems correctly• use the correct altimeter setting procedures, show awareness of minimum altitudes and temperature effects• maintain a flight log for navigation, monitor flight progress and fuel situation• monitor OAT and the aeroplane surfaces for ice, and take the appropriate actions if necessary
3 M	Holding procedures	<ul style="list-style-type: none">• use correct holding entry• make the necessary wind and time corrections• comply with applicable speed restrictions
4 M	3D operations to DA (autopilot may be used to GS/GP intercept)	<ul style="list-style-type: none">• complete the checks and drills for landing and configure the aircraft correctly• set and identify relevant navigation aids, respectively load and verify the applicable procedure• confirm the availability and serviceability of selected navigation equipment, respectively GNSS/SBAS and approach activation• comply with the published arrival and approach procedures• establish the appropriate aeroplane configuration and airspeed for the different approach phases• crosscheck GS/GP intercept position and altimeter settings• establish the final approach and maintain the approach path in horizontal and vertical profile to DH/A• control the aeroplane to achieve a stable and trimmed final approach path with the defined configuration• acquire visual references and continue to land or initiate missed approach by DA• if going around, establish aeroplane in a safe climb and reconfigure accordingly• follow assigned missed approach procedure



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5 M	2D operations to DA/MDA (normally CDFA technique is to be used)	<ul style="list-style-type: none">• complete the checks and drills for landing and configure the aircraft correctly• set and identify relevant navigation aids, respectively load and verify the applicable procedure• confirm the availability and serviceability of selected navigation equipment, respectively GNSS/SBAS and approach activation• comply with the published arrival and approach procedures• establish the appropriate aeroplane configuration and airspeed for the different approach phases• establish the final approach segment and maintain the approach track and vertical profile; achieve steady and stable rates of descent and adhere to the published distance/altitude profile• control the aeroplane to achieve a stable and trimmed final approach path with the defined configuration• acquire visual references and continue to land or initiate missed approach by DA/MDA• if going around, establish aeroplane in a safe climb and reconfigure accordingly• follow assigned missed approach procedure
6 M	Flight exercises including simulated failure of the compass and attitude indicator: rate one turns, and recoveries from unusual attitudes	<ul style="list-style-type: none">• recognise failure promptly• control the aeroplane by sole reference to partial or limited instruments• controlled straight and level flight and turns flown at rate one onto nominated headings, using the correct technique and demonstrating correct instrument scan and interpretation• recover systematically from unusual attitudes and then re-establishing a safe and stable flight path
7	Failure of localiser or glideslope	<ul style="list-style-type: none">• recognise failure promptly• re-brief for a degraded approach and continue accordingly, or conduct a missed approach
8 M	ATC compliance and R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions



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Section 4 - Arrivals and landings

1 M	Aerodrome arrival procedure	<ul style="list-style-type: none">• <i>set altimeters and cross check as required</i>• <i>comply with published arrival procedure or clearance</i>• <i>maintain adequate lookout and collision avoidance</i>• <i>adjust circuit pattern and speed to maintain spacing with other traffic</i>
2 M	Normal landing	<ul style="list-style-type: none">• <i>consider weather and wind conditions, landing surface and obstructions</i>• <i>establish the recommended approach configuration, adjusting speed and rate of descent to maintain a stabilised approach</i>• <i>select and achieve the appropriate touchdown area at the calculated speed</i>• <i>adjust descent and flare to achieve a safe landing with little or no float with appropriate drift correction</i>• <i>maintain directional control after touchdown and apply brakes for a safe roll out</i>
3 M	Flapless landing	<ul style="list-style-type: none">• <i>consider the increased landing distance required</i>• <i>establish and maintain normal approach path</i>• <i>stabilise the aeroplane at the calculated approach speed for the configuration</i>• <i>adjust descent and flare to achieve a safe landing with little or no float with appropriate drift correction</i>• <i>maintain directional control after touchdown and apply brakes for a safe roll out</i>
4 M	Crosswind landing (if suitable conditions)	<ul style="list-style-type: none">• <i>consider approach speed increment</i>• <i>adjust descent and flare to achieve a safe landing with little or no float with appropriate drift and crosswind correction</i>• <i>utilises appropriate technique to minimise drift and undercarriage load upon landing</i>• <i>maintain directional control after touchdown and apply brakes for a safe roll out</i>
5 M	Approach and landing with idle power from up to 2,000 ft AAL (single-engine aeroplane only)	<ul style="list-style-type: none">• <i>promptly establish best glide speed</i>• <i>visualise flight path to touch down and adjust trajectory and configuration accordingly</i>• <i>conduct go around if the landing will not take place inside the touch down zone</i>
6 M	Go-around from minimum height	<ul style="list-style-type: none">• <i>execute a timely decision to discontinue the approach either when instructed or as considered necessary</i>• <i>apply appropriate power and control aeroplane attitude to initiate a safe climb maintaining balance and heading</i>• <i>adjust configuration and speed to achieve a positive climb at VY or VX as appropriate</i>• <i>maintain take off power until a safe manoeuvring altitude is reached and then adjust to a normal climb configuration and speed</i>• <i>complete all necessary checks and drills</i>



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7	Night go-around and landing (if applicable)	
8 M	ATC compliance and R/T procedures	<ul style="list-style-type: none">• <i>demonstrate standard R/T procedures and phraseology</i>• <i>demonstrate compliance with ATC instructions</i>• <i>maintain awareness of other traffic through R/T and lookout</i>



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Section 5 - Abnormal and Emergency Procedures

1 M	Rejected take-off at a reasonable speed	<ul style="list-style-type: none">• <i>recognise need to discontinue take-off</i>• <i>swiftly take the necessary actions to stop safely within remaining runway, and inform ATC</i>• <i>analyse situation and decide on follow-up actions</i>
2 M	Simulated engine failure after take-off (single-engine aeroplanes only)	<ul style="list-style-type: none">• <i>establish safe flight speed without delay</i>• <i>execute emergency drills (touch drills) without error</i>• <i>time permitting, investigate possible cause of engine failure/fire and take corrective action</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>
3 M	Simulated forced landing without power (single-engine aeroplanes only)	<ul style="list-style-type: none">• <i>choose a suitable landing area with due regard for landing surface, surroundings and wind velocity</i>• <i>plan descent to achieve a safe approach to chosen landing area such that a safe landing would be likely</i>• <i>prepare for evacuation and brief passengers</i>
4	Simulated emergencies: i) fire or smoke in flight; and ii) systems' malfunction as appropriate	<ul style="list-style-type: none">• <i>identify and analyse situation, and formulate appropriate plan</i>• <i>execute emergency drills, if any</i>• <i>execute emergency or abnormal checklist</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>• <i>make appropriate emergency R/T calls (simulated)</i>
5	N/A (training only)	<i>N/A</i>
5	ATC compliance and R/T procedures	<ul style="list-style-type: none">• <i>inform ATC and maintain two way R/T communication using correct phraseology</i>• <i>request assistance if necessary</i>



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Section 6 – Simulated Asymmetric Flight

1 M	Simulated engine failure during take-off (at a safe altitude unless carried out in an FFS or an FNPTII)	<ul style="list-style-type: none">• maintain control of aeroplane direction and speed following simulated engine failure• identify failed engine• complete checks and drills• establish safe climb at V_{YSE} in trim
2 M	Asymmetric approach and go-around	<ul style="list-style-type: none">• fly a visual circuit, respectively instrument approach, with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• make a clear decision to land/go-around at or before appropriate asymmetric committal altitude/height (ACH)• at ACH or when instructed, carry out a go-around to establish a safe climb in the recommended configuration at V_{YSE}
3 M	Asymmetric approach and full stop landing	<ul style="list-style-type: none">• fly a visual circuit, respectively instrument approach, with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• make a clear decision to land at or before ACH• execute a safe landing at the recommended speed/configuration in the appropriate landing area
4 M	ATC compliance and R/T procedures	<ul style="list-style-type: none">• inform ATC of abnormal flight condition and any assistance required• comply with ATC procedures and instructions; assertiveness



7. Standard of Completion

To pass the CR/TR Skill Test, respectively Proficiency Check, the Candidate shall demonstrate the ability to:

- (a) operate the aeroplane within its limitations;
- (b) complete all manoeuvres with smoothness and accuracy;
- (c) exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- (d) apply aeronautical knowledge;
- (e) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- (f) stay within the following limits. Those tolerances are for general guidance; the Examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

height:

generally	± 100 ft
starting a go-around at DA	+ 50/-0 ft
minimum descent altitude	+ 50/-0 ft

heading:

all engines operating	$\pm 5^\circ$
with simulated engine failure	$\pm 10^\circ$ (ME only)

speed:

all engines operating	± 5 knots
with simulated engine failure	+ 10/-5 knots (ME only)

tracking:

on radio aids	$\pm 5^\circ$
angular deviation (e.g. ILS, LPV)	$\frac{1}{2}$ scale lateral and vertical
linear lateral deviation (e.g. LNAV)	$\frac{1}{2}$ RNP value of the procedure
linear vertical deviation (e.g. LNAV/baro VNAV)	< 75 ft below the vertical profile, and < 75 ft above the vertical profile when less than 1'000 ft AAL

Compared to requirement (a) and (f), completion standards (b) to (e) don't rely on quantitative tolerance, but on qualitative one. Usage of guidance provided in subpart 8 should provide for a fact-based and consistent assessment and decision of those qualitative requirements.



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e), and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Departure

planning and preparation of a safe and compliant flight, including the usage of TEM. Safe and compliant usage of the aircraft on the ground and during the transition to flight

Knowledge

- applicable regulations (rules of the air, operational, licensing)
- weather information interpretation and understanding
- Notams interpretation and understanding
- aircraft flight manual structure, relevant information usage
- aeronautical charts interpretation and usage
- radio communication procedures and standard phraseology

Skill

- flight preparation information retrieval
- searching in official reference documents (e.g. AFM, AIP)
- standard SOP and checklist usage
- smooth aircraft handling
- communicate clearly and assertively

Attitude

- looking for information and assess them critically
- safety-minded rather than mission-minded
- takes effective decisions
- assertive when in doubt
- aware of his limited experience and abilities



Module 4.1 - CR TR SP(A)

Section 2 - Airwork (VMC)

safe and smooth aircraft operation throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge	<ul style="list-style-type: none">• aircraft pitch-power-configuration values• recovery procedures from an unusual aircraft state (stall, approach to stall, spiral dive)• spin prevention and spin recovery procedure• causes of load-factor increase and effect on stall speed• critical airspeeds (e.g. V_s, V_{ne}, V_{no}, V_a) and respective ASI markings
Skill	<ul style="list-style-type: none">• establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as required• smooth, precise, and coordinated aircraft handling• smooth flight path changes, following the established SOPs• correct and systematic application of recovery drills
Attitude	<ul style="list-style-type: none">• acquire and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path) and consider their future evolution• set priorities (Fly, Navigate, Communicate, Manage)• assertive, seek clarification of doubts and misunderstandings before acting

Section 3A - En-route Procedures VFR

navigating safely and effectively between A and B, in compliance with the regulation; monitoring the flight and maintaining an awareness of the changing environment; implementing adequate solutions as necessary

Knowledge	<ul style="list-style-type: none">• navigation charts legend and charts interpretation• operational flight plan usage• onboard navigation and communication equipment use and limitation• applicable regulation (airspace class, weather minima)• radiotelephony requirements, procedures, and applicable standard phraseology
Skill	<ul style="list-style-type: none">• chart and ground reading (reconciliation of ground features and chart information)• proficient usage of onboard navigation and communication equipment• smooth tracking of the required ground track or radio-navigation track, while maintaining altitude• communicate clearly, assertively, and in due time• flight replanning and diversion implementation• ability to fly and navigate in simulated IMC
Attitude	<ul style="list-style-type: none">• aware of the current situation and its possible evolution, and proactively generating options• set priorities (Fly, Navigate, Communicate, Manage) and manage workload• takes effective decisions, displaying leadership• considerate about other traffics and the potential threat• ready and willing to seek assistance as necessary (e.g. from ATC)

**Module 4.1 - CR TR SP(A)****Section 3B - Instrument Flight**

safe, structured and compliant IFR operation, including PBN operation, by sole reference to instruments; clear and timely communication with ATC; stable 2D and 3D approaches to DA and missed approach/landing

Knowledge	<ul style="list-style-type: none">• instrument procedures, instrument chart reading, briefing structure and purpose• radiotelephony requirements, procedures, and applicable standard phraseology• onboard navigation and communication equipment use and limitation• governing minima and conditions to start and continue an approach• Part-NCO, particularly subparts OP, IDE and SPEC• PBN operation
Skill	<ul style="list-style-type: none">• flight preparation information retrieval and usage of official reference documents• aeroplane control by sole reference to instruments, stabilised flight path in trim• IFR charts reading (understanding and usage of information)• proficient usage of onboard navigation and communication equipment• adherence to instrument procedures• applicable standard communication phraseology
Attitude	<ul style="list-style-type: none">• continuously acquire information and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path, weather, icing) and consider their future evolution• set priorities (Fly, Navigate, Communicate, Manage)• assertive, seek clarification of doubts and misunderstandings before acting• ready and willing to seek assistance as necessary (e.g. from ATC)• importance of throughout preparation and knowledge of IFR procedures• workload anticipation and management



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Section 4 - Arrival and Landing

safe arrival and entry into an airport area in compliance with the regulation; structured pattern and stable approach leading to a safe landing in different configurations; discontinuation of the approach or landing

Knowledge	<ul style="list-style-type: none">• arrival procedures, standard pattern, visual approach chart reading, briefing structure and purpose• engine-out pattern and key positions• applicable landing techniques with different winds and configurations• go around procedures and applicable SOPs• radiotelephony requirements, procedures, and applicable standard phraseology• post-flight actions (e.g. post-flight inspection, logbook entry, flight plan closing, occurrence reporting)
Skill	<ul style="list-style-type: none">• systematic configuration changes, operated within the applicable limitations• precise and stable approach path• positive touch down within the designated touch down zone, at the correct speed• timely decision to abort the approach or landing• correct and systematic application of go-around drills• safe engine-out approach and landing
Attitude	<ul style="list-style-type: none">• awareness of the other traffics, their intentions, and the resulting impact• mindful about the environment and its impact (e.g. wind, sun, impending fog, night)• considerate for other traffics• assertive radiotelephony communication

**Module 4.1 - CR TR SP(A)****Section 5 - Abnormal and Emergency Procedures**

spotting, assessing, and addressing emergencies or abnormal situations using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• emergency drills memory items• understanding of all emergency and abnormal procedures• precautionary landing methodology• standard phraseology for emergency and abnormal situation• transponder codes for emergency or com-loss situations• priority setting tools (e.g. PPAA or FNCM)
Skill	<ul style="list-style-type: none">• instrument scanning for advanced information of an impending issue• timely execution of emergency drills memory items• proper use of the applicable checklist• ability to deal with a system failure according to the AFM• situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• information gathering and problem solving• informed decision making• awareness of time or height availability and exhaustion• informed decision making and effective implementation• set priorities (Fly, Navigate, Communicate, Manage)

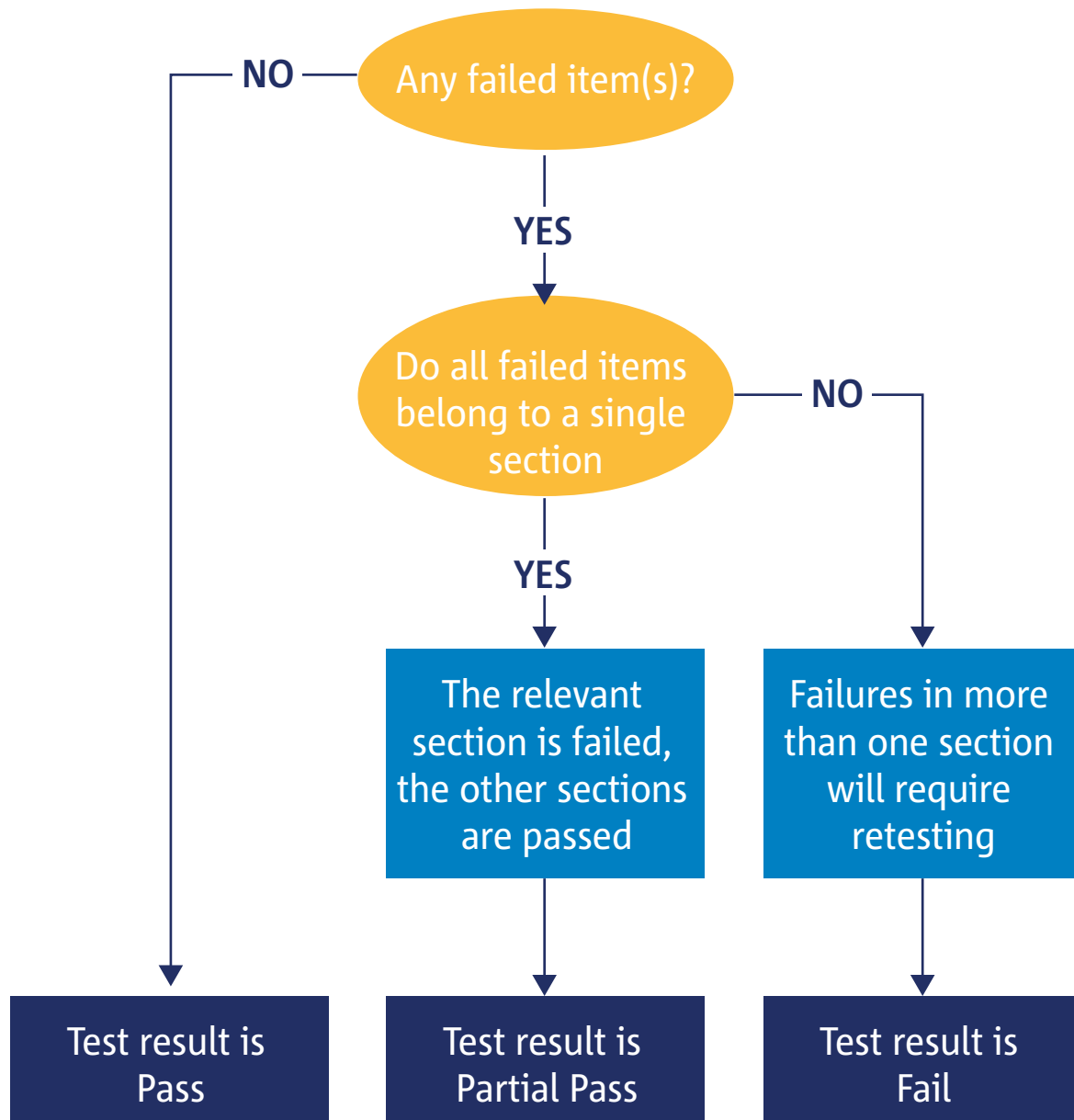
Section 6 - Simulated Asymmetric Flight

safe asymmetric operation during, and after, engine failure; single-engine flight path management during take-off, climb, approach, landing, and go-around; performance limitation issues

Knowledge	<ul style="list-style-type: none">• difference between single-engine controllability and performance• understanding that performance is related to excess power available• multi-engine specific speeds, relevance and markings (e.g. V_{sse}, V_{xse}, V_{yse}, V_{mca})• emergency drills memory items• engine failure emergency procedure• specific systems operation and limitations (e.g. pressurisation, anti/de-icing)
Skill	<ul style="list-style-type: none">• maintain aircraft control, and establish a stable flight path, during and after engine failure-simulation• timely execution of emergency drills memory items• proper use of the applicable checklist• adapt aircraft configuration for single-engine operation• standard phraseology for emergency and abnormal situation (e.i single-engine situation)• proper usage of specific aircraft systems (e.g. pressurisation, anti/de-icing)
Attitude	<ul style="list-style-type: none">• appreciation for the performance limitation and adoption of a conservative planning approach• assessment of the current situation under single-engine operation• realistic and effective decision making• anticipation and workload management



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training recommendation. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, aircraft logbook, closing ATS flight plan
- Skill test protocol and examiner report
 - original to the applicant, respectively as per the candidate's competent authority instructions
 - 1 copy to the candidate's competent authority
 - 1 copy to the examiner's competent authority
 - 1 copy for the examiner's records
- Candidate logbook

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 4.2 - CR SEA

**CR-SEA Skill Test or Proficiency Check****V2021.1****General Applicable Framework**

Flight rules:	VFR
Operational rules:	Part-NCO
Crew concept:	SPO
Equipment:	Aeroplane, FSTD
Applicable type or class:	SEP-SEA, MEP-SEA, SET-SEA, MET-SEA, TYPE-SEA
Required examiner certificate:	FE-SEA, CRE-SEA, TRE-SEA



1. Introduction

The basic privileges of a CR/TR - SEA holder are to act as PIC and/or COP in the class or type of aeroplane specified in the rating, within the privileges of the relevant aeroplane pilot license.

When conducting the skill test or proficiency-check for renewal or revalidation of the Class-Rating, the Examiner must have due regard for the experience the Candidate may have. Nonetheless, the Examiner shall also appreciate that upon licensing the pilot will be responsible for the safety of their passengers and/or cargo, with the privilege to operate internationally almost unrestricted.



2. Test Administration

The Examiner should provide the Candidate with advance information regarding the examination flight routing, by taking into account respective weather forecasts, sea state and local restrictions, to afford the Candidate with sufficient time to prepare for the test. The flight duration shall be at least 45 minutes.

Usually, the Examiner occupies the instructor seat and is the PIC. No other person, if not operationally or organisationally necessary for the conduct of the examination, should be allowed in the aeroplane or simulator. Additionally, ATO/DTO limitations should be considered.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including course completion certificate of the ATO/DTO. For the initial issue of class rating sea for SP, SE and ME aeroplanes, the number of multi-choice questions in the written or computer-based examination should at least comprise thirty questions and may be conducted by the training organization. The pass mark should be 75 %.

Accordingly, the following documents and conditions shall be verified if required:

- Passport or ID
- Valid EASA license (LAPL, PPL, CPL, ATPL, MPL)
- Medical EASA Class 1 or 2
- Radiotelephony privileges and language proficiency requirements
- EASA logbook showing the minimum experience and flight instruction.
- Course completion certificate from the ATO/DTO
- Aircraft documents
- Current navigation charts, sea, air and database if applicable
- Insurance of aircraft covering check flights
- Specific equipment for the flight part (e.g. sight-limiting device)
- Sea plane specific equipment (e.g. Life west, ELT, signal equipment, anchor, horn, ropes, bumpers, drain pump, paddle etc.)
- Possible remote area survival equipment.

When the Examiner is satisfied that the prerequisite requirements are met; they should seek confirmation that the Candidate is fit and ready for the test. If so, the Examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The Examiner must brief the following elements:

- Freedom for the Candidate to ask questions
- Purpose and aim of the test
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO/DTO, or test requirements)
- Sea surface, wave, current and wind conditions.
- Expected water traffic.
- Examiner has PIC responsibility; the Candidate acts autonomously as if they were the PIC
- Handling of radiocommunications during specific parts of the test
- Use of the sight-limiting device
- Examiner role-play in normal operations and simulated emergencies
- Engine failure-simulation (minimum safety height, handling of engine-controls).
- Engine-shutdown and restart on multi-engines aeroplane.
- Handling of possible contingencies (technical, weather, ATC)
- Handling of actual emergencies (e.g. engine failure procedures, change of aircraft control)
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules

When covering pass/fail criteria the examiner should cover general standards of completion in Section 7, including decision-making and airmanship. Some test items may require specific emphasis for the Candidate to understand what is required. The standards of completion should be agreed with the Candidate, and the Examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Take-off performance; selection of take-off rejection point
- Landing performance; selection of touchdown point and acceptable tolerances for the different types of landings
- Crosswind take-off and landing; expectation on handling and precision
- Navigation accuracy
- Simulated emergencies, expectation on handling, checklist use and what and how to simulate.

In covering the standards of completion, the Examiner should also review how the Candidate has been trained by the DTO/ATO as procedures and flight techniques might differ between organizations. This is especially important for manoeuvres such as: unusual attitudes, stalls and engine-out procedures, etc.



4. Candidate Flight Briefing

The Examiner should allow the Candidate to brief uninterrupted; the Candidate shall conclude their briefing by making a go/no-go decision. The briefing should cover the following aspects:

- Timetable (e.g. slot planning, boarding time)
- Operational navigation flight plan if applicable for the kind of test
- Weather situation and forecast
- Notams, including relevant local military restrictions, as applicable
- National parks, sensitive areas, nautical regulations related to the planned flight
- Status of water-sites planned for take-offs and landings and emergencies
- Fuel planning
- Mass and balance calculation
- Performance calculation
- ATC flight plan, if applicable
- Aircraft status and documents, including maintenance release
- Threat and Error Management aspects



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing on the ground by asking questions related, as far as possible, to the planned flight covering, for example, the following areas:

- Follow-up questions to the Candidate's briefing
- Regulations (EU and relevant specific national requirements)
- Licensing (privileges, limitations, ratings validity, currency requirements)
- Operational aspects (radio communication procedures at ports if required)
- Weather information and interpretation
- Sea state, tides, waves, navigation, Lights, signals and right of way
- Airspace structure and limitations
- Rules of sea-traffic
- Aircraft systems, limitations, performance, mass and balance
- Flight planning
- Navigation charts (Sea and Air)
- Emergency procedures, including sea rescue (contact phone / handheld)
- Sea plane specific equipment, including floats and sea rudder.



6. Skill Test and Proficiency Check items

The use of checklist, airmanship, control of aeroplane by external visual reference, anti-icing/de-icing procedures, etc., apply in all sections.

Section 5-Abnormal and Emergency Procedures may be combined with Sections 1 through 4

Section 6- Simulated Asymmetric Flight may be combined with Sections 1 through 5

Manoeuvres/Procedures		
Section 1 - Departure		
1.1	Pre-flight including: - Documentation - Mass and Balance - Weather briefing; and - NOTAM	<ul style="list-style-type: none">• Check that all documents required for the flight are correct and correct• obtain and assess all elements of the prevailing and forecast weather conditions• obtain and assess all aeronautical information and NOTAMS• complete an appropriate flight navigation log and chart• determine that the aeroplane is correctly fueled for the flight• complete mass and balance schedule and establish performance criteria
1.2	Pre-start checks external/internal	<ul style="list-style-type: none">• perform all elements of the aeroplane pre-flight inspections as detailed• confirm that the aeroplane is in a serviceable and safe condition for flight• check and complete all necessary documentation• complete an appropriate passenger emergency procedure briefing for the Examiner
1.3	Engine start-up and shutdown Normal malfunctions	<ul style="list-style-type: none">• complete all recommended engine starting and after starting procedures• simulate reasons for an engine-shutdown (e.g. no oil pressure)
1.4	Taxiing	<ul style="list-style-type: none">• complete all recommended taxiing checks and procedures• comply with markings and signals• follow ATC instructions if applicable
1.5	Step taxiing	<ul style="list-style-type: none">• check the water area clear of traffic, obstacles and birds• taxi on the step and perform turns• determine the wind direction• establish the wind correction with the aeroplane



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1.6	Mooring: Beach Jetty pier Buoy	<ul style="list-style-type: none">• use correct methods and speeds• demonstrate proficiency in mooring procedures of the aeroplane at different locations if applicable
1.7	Engine-off sailing	<ul style="list-style-type: none">• demonstrate correct use of rudders and ailerons• demonstrate knowledge and proficiency in using the airplane doors for safely navigating by use of wind with engines in idle or shut-down
1.8	Pre-departure checks: Engine run up (if applicable)	<ul style="list-style-type: none">• complete all pre-departure checks and drills including engine operation• Use a suitable area for runup
1.9	Take-off procedure: -normal with flight manual flap settings; and -crosswind (if conditions available)	<ul style="list-style-type: none">• complete all departure checks and drills including engine operation• position the aeroplane correctly for take off and advance the throttles to take off power with appropriate checks• use the correct take off technique using the recommended speeds for rotation/lift-off and initial climb• check the airspace and the waterarea clear for other traffic• ensure a safe climb and departure adjusting power and aeroplane configuration as appropriate• complete all necessary after take-off checks
1.10	Climbing -turns onto headings -level off	<ul style="list-style-type: none">• use charts or other published information as required• execute a safe departure in accordance with clearance, if applicable and with due regard for other air traffic• use correct lookout techniques• observe the Rules of the Air and ATC Regulations• maintain directional control and drift corrections throughout• follow any noise routing or departure procedures and ATC instructions• complete all necessary climb checks
1.11	ATC liaison – compliance, R/T procedure	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions



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Section 2 - Airwork VFR

2.1	Straight and level flight at various airspeeds including flight at critically low airspeed with and without flaps (including approach to VMCA, when applicable)	<ul style="list-style-type: none">• demonstrate control of heading, altitude and airspeed in straight and level flight by visual attitudes while maintaining a correct lookout technique• demonstrate correct use of trim. consider all safety checks before the manoeuvres where necessary• select and stabilise the aeroplane at a nominated low airspeed above the stall speed whilst maintaining balance, trim and lookout. Maintain specified altitude/level, heading and speed as specified by the Examiner; maintain safe bank angles, speed, and altitude during turning and complete turns onto specified headings
2.2	Steep turns (360° left and right at 45° bank)	<ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude and speed• co-ordinate the entry to steep turns to achieve at least 45° bank and maintain the turn through at least 360 degrees• co-ordinate the recovery from turns to straight and level flight as directed by the Examiner without loss/gain of height
2.3	Stalls and recovery: i) clean stall; ii) approach to stall in descending turn with bank with approach configuration and power; iii) approach to stall in landing configuration and power; and iv) approach to stall, climbing turn with take-off flap and climb power (single-engine aeroplanes only)	<ul style="list-style-type: none">• consider safety checks before stalling• consider that some seaplanes, especially with STOL-attributes may stall suddenly with great bank.• establish the stall entry as appropriate from straight and turning flight and select the required aeroplane configuration• maintain heading (or bank angle 10° - 30° as required) to stall entry• recognize the symptoms of incipient and full stalls• recover systematically by reducing the AoA and then re-establishing a stable flight path• complete all necessary checks and drills• maintain lookout throughout
2.4	ATC liaison – compliance, R/T procedure	<ul style="list-style-type: none">• obtain and comply with ATC clearances using correct R/T phraseology• maintain awareness of other traffic through R/T and lookout



Section 3 - Enroute Procedures VFR

3.1	Flight plan, dead reckoning and map reading	<ul style="list-style-type: none">• complete all elements of VFR planning for the route prescribed with particular reference to planned altitudes and safe levels of operation• identify position visually by reference to ground features and map
3.2	Maintenance of altitude, heading and speed	<ul style="list-style-type: none">• control aeroplane using visual attitude flying techniques• maintain the heading, height and speed as computed in navigation log or advised by the Examiner within the prescribed limits
3.3	Orientation, timing and revision of ETAs	<ul style="list-style-type: none">• maintain awareness of surrounding terrain, obstacles and restricted airspaces• navigate by means of calculated headings, ground speed and time• achieve destinations or turning points within 3 minutes of ETA• maintain a navigation log to monitor flight progress and fuel situation
3.4	Use of radio navigation aids (if applicable)	<ul style="list-style-type: none">• select and identify appropriate radio and navigation aids as required or nominated by Examiner• locate and record the aeroplane position by using radio navigation equipment when required by the Examiner• intercept and maintain given tracks or radials using the navigation aids nominated by the Examiner
3.5	Flight management (flight log, routine checks including fuel, systems and icing)	<ul style="list-style-type: none">• complete all necessary checks and drills• set engine power for cruise or endurance performance in accordance with AFM• adjust and monitor fuel consumption for range or endurance as appropriate• make regular checks for carburetor icing, if appropriate• select fuel to keep balance within limits• display sound airmanship and cockpit management
3.6	ATC liaison – compliance, R/T procedure	<ul style="list-style-type: none">• set and cross check altimeters to QNH or Standard pressure setting, as appropriate• maintain two way R/T communication using correct phraseology throughout• obtain ATC clearances or flight information, as appropriate• comply with ATC clearances and instructions when required



Section 4 - Arrivals and landings

4.1	Aerodrome arrival procedure (amphibians only)	<ul style="list-style-type: none">• carry out appropriate checks and drills• set altimeters and cross check in accordance with check list or as required• use the actual QNH if announced by the airport• comply with published arrival procedure or clearance <p><i>maintain adequate lookout and collision avoidance</i></p>
4.2	Normal landing	<ul style="list-style-type: none">• Perform an adequate reconnaissance of the planned landing and take-off area for obstacles or floating objects• consider weather and wind conditions, water surface and obstructions, traffic on the water and in the air• plan and follow a suitable pattern and orientation with the landing area• establish the recommended approach configuration adjusting speed and rate of descent to maintain a stabilised approach• achieve the selected touchdown area at the recommended speed• adjust descent and roundout (flare) to achieve a safe landing with little or no float with appropriate drift and crosswind correction depending on the water-surface condition.• maintain directional control and wind-correction after touchdown• complete all necessary checks and drills
4.3	Flapless landing (if suitable conditions)	<ul style="list-style-type: none">• consider weather and wind conditions, water- surface and obstructions• plan and follow a suitable pattern and orientation with the landing area• establish the recommended approach configuration adjusting speed and rate of descent to maintain a stabilized approach• achieve the selected touchdown area at the recommended speed• adjust descent and roundout (flare) to achieve a safe landing with little or no float with appropriate drift and crosswind correction depending on the water-surface condition• maintain directional control and wind-correction after touchdown <p>complete all necessary checks and drills</p> <p>RMK: Higher than normal touchdown-speeds may overstress a heavy airplane in rough water.</p>
4.4	Crosswind landing (if suitable conditions)	<ul style="list-style-type: none">• consider weather and wind conditions, water- surface and obstructions• plan and follow a suitable pattern and orientation with the landing area• establish the recommended approach configuration adjusting speed and rate of descent to maintain a stabilised approach• achieve the selected touchdown area at the recommended speed• adjust descent and roundout (flare) to achieve a safe landing with little or no float with appropriate drift and crosswind correction depending on the water-surface condition• maintain directional control and wind-correction after touchdown• complete all necessary checks and drills



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4.5	Approach and landing with idle power from up to 2000' above the water (single-engine aeroplanes only; can be combined with 5.3. Simulated forced landing without power)	<ul style="list-style-type: none">• coordinate with ATC or other traffic, respectively communicate intention; ensure adequate spacing• visualise glide path to touch down and adjust trajectory and configuration accordingly• consider weather and wind conditions, landing surface and obstructions• establish the recommended approach configuration adjusting speed and rate of descent to maintain a stabilised approach• achieve the selected touchdown area at the recommended speed• adjust descent and roundout (flare) to achieve a safe landing with little or no float with appropriate drift and crosswind correction• complete all necessary checks and drills• consider a go around if the landing will not take place at the planned touch down area
4.6	Go-around from minimum height	<ul style="list-style-type: none">• execute a timely decision to discontinue the approach either when instructed or as considered necessary• apply appropriate power and control aeroplane attitude to initiate a safe climb maintaining balance and heading• adjust configuration and speed to achieve a positive climb at VY or VX as appropriate• maintain take off power until a safe manoeuvring altitude is reached and then adjust to a normal climb configuration and speed• complete all necessary checks and drills
4.7	Glassy water landing Rough water landing	<ul style="list-style-type: none">• select an appropriate landing site with suitable visual reference for glassy water landings• perform a reconnaissance overfly of landing and take-off site• establish a stabilized slow descent for glassy water landings using visual cues• establish an appropriate configuration for rough water landings if applicable• determine landing direction depending on site, water and wind conditions• glassy water landings: adjust proper speed and low rate of descent with correct pitch attitude to maintain a stabilized approach until touchdown• rough water landings: adjust low speed and low rate of descent at touch-down and use correct pitch attitude when coming in contact with waves. (can be simulated in the absence of conditions)• control the aeroplane safely during and after landing
4.8	ATC liaison – compliance, R/T procedure	<ul style="list-style-type: none">• obtain and comply with ATC clearances using correct R/T phraseology• adjust pattern/speed to maintain spacing with other traffic in the air and on the water• maintain awareness of other air- and sea-traffic through R/T and lookout



Section 5 - Abnormal and Emergency Procedures

5.1	Rejected take-off at a reasonable speed	<ul style="list-style-type: none">• <i>at the Examiners action or call-out perform a rejected take off (at a reasonable speed)</i>• <i>safely bring the aircraft to a halt or taxi-speed following a simulated emergency during the initial part of the take-off run</i>
5.2	Simulated engine failure after take-off (single-engine aeroplanes only)	<ul style="list-style-type: none">• <i>establish safe flight speed without delay</i>• <i>execute emergency drills as 'touch drills' without error</i>• <i>when time permits, investigate possible cause of engine failure and take corrective action</i>• <i>plan and execute further actions to ensure safe recovery of the aeroplane, passengers and crew</i>• <i>select a suitable water-area for landing</i>
5.3	Simulated forced landing without power (single-engine aeroplanes only)	<ul style="list-style-type: none">• <i>choose a suitable landing area with due regard for landing surface (land or water), surroundings and wind velocity</i>• <i>plan descent to achieve a safe approach to chosen landing area such that a safe landing would be likely</i>
5.4	Simulated emergencies: i) fire or smoke in flight; and ii) systems' malfunction as appropriate	<ul style="list-style-type: none">• <i>analyse emergency or abnormal situation and formulate appropriate plan</i>• <i>execute abnormal or emergency drills</i>• <i>plan and execute further actions to ensure safe recovery of aeroplane, passengers and crew</i>• <i>use check list to confirm actions when time permits</i>• <i>make suitable emergency R/T calls (given to Examiner but not transmitted)</i>• <i>inform ATC of practice emergency situation and assistance required (where appropriate)</i>
5.5	ATC liaison – compliance, R/T procedure	<ul style="list-style-type: none">• <i>demonstrate standard R/T procedures and phraseology</i>• <i>demonstrate compliance with ATC instructions if applicable</i>• <i>apply simulated appropriate emergency-procedures</i>



Section 6 – Flight with One Engine Operative		
6.1	Simulated engine failure during take-off (at a safe altitude unless carried out in FFS and FNPT II)	<ul style="list-style-type: none">• maintain control of aeroplane direction and speed following simulated engine failure• identify failed engine• complete checks and drills• establish safe climb at VYSE in trim
6.2	Engine shutdown and restart (ME skill test only)	<ul style="list-style-type: none">• should be performed either simulated, in a FSTD or under safe conditions• control aircraft in heading, altitude, speed and balance during full engine shut down at safe altitudes, carry out appropriate drills and checks• control aircraft heading, height and speed during re-start drills according to check list and re-establish aircraft to symmetric cruising flight
6.3	Asymmetric approach and go-around	<ul style="list-style-type: none">• fly a visual approach with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• make a clear decision to land/go-around at or before appropriate asymmetric committal altitude/height (ACH)• at ACH or when instructed, carry out a go-around to establish a safe climb in the recommended configuration at VYSE
6.4	Asymmetric approach and full stop landing	<ul style="list-style-type: none">• fly a visual circuit with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• execute a safe landing at the recommended speed/configuration in the appropriate water-landing area
6.5	ATC liaison – compliance, R/T procedure	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions if applicable• apply simulated appropriate emergency-procedures

Section 6 shall be completed to revalidate a multi-engine class rating sea, VFR only, where the required experience of 10 route sectors within the previous 12 months has not been completed.

“Route Sector” means a flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.



7. Standard of Completion

To pass the Test, the Candidate shall demonstrate the ability to:

- a operate the aeroplane within its limitations;
- b complete all manoeuvres with smoothness and accuracy;
- c exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- d apply aeronautical knowledge;
- e maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- f stay within the following limits. Those tolerances are for general guidance; the Examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

height:	(i) normal flight	± 100 ft
	(ii) with simulated engine failure	± 150 ft (ME only)
heading or tracking of radio aids:	(i) normal flight	$\pm 5^\circ$
	(ii) with simulated engine failure	$\pm 10^\circ$ (ME only)
speed:	(i) take-off and approach	± 5 knots
	(ii) all other flight regimes	± 10 knots

Compared to requirement (a) and (f), completion standards (b) to (e) don't rely on quantitative tolerance, but on qualitative one. Usage of guidance provided in subpart 8 should provide for a fact-based and consistent assessment and decision of those qualitative requirements.



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e) and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Departure	
planning and preparation of a safe and compliant flight, including the usage of TEM. Safe and compliant usage of the aircraft on the ground and during the transition to flight	
Knowledge	<ul style="list-style-type: none">• applicable regulations (rules of the air, operational, licensing)• weather information interpretation and understanding• Notams interpretation and understanding• aircraft flight manual structure, relevant information usage• aeronautical charts interpretation and usage• radio communication procedures and standard phraseology
Skill	<ul style="list-style-type: none">• flight preparation information retrieval• searching in official reference documents (e.g. AFM, AIP)• standard operating procedures and checklist usage• smooth aircraft handling• communicate clearly and assertively
Attitude	<ul style="list-style-type: none">• looking for information and assess them critically• safety-minded rather than mission-minded• takes effective decisions• assertive when in doubt• aware of his limited experience and abilities

**Module 4.2 - CR SEA****Section 2 - Airwork VFR**

safe and smooth aircraft operation throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge	<ul style="list-style-type: none">aircraft pitch-power-configuration valuesrecovery procedures from an unusual aircraft state (stall, approach to stall, spiral dive)spin prevention and spin recovery procedurecauses of load-factor increase and effect on stall speedcritical airspeeds (e.g. V_s, V_{ne}, V_{no}, V_a) and respective ASI markings
Skill	<ul style="list-style-type: none">establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as requiredsmooth, precise, and coordinated aircraft handlingsmooth flight path changes, following the established SOPscorrect and systematic application of recovery drills
Attitude	<ul style="list-style-type: none">acquire and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path) and consider their future evolutionset priorities (Fly, Navigate, Communicate, Manage)assertive, seek clarification of doubts and misunderstandings before acting

Section 3 - En-route Procedures VFR

navigating safely and effectively between A and B, in compliance with the regulation; monitoring the flight and maintaining an awareness of the changing environment; implementing adequate solutions as necessary

Knowledge	<ul style="list-style-type: none">navigation charts legend and charts interpretationoperational flight plan usageonboard navigation and communication equipment use and limitationapplicable regulation (airspace class, weather minima)radiotelephony requirements, procedures, and applicable standard phraseology
Skill	<ul style="list-style-type: none">chart and ground reading (reconciliation of ground features and chart information)proficient usage of onboard navigation and communication equipmentsmooth tracking of the required ground track or radio-navigation track, while maintaining altitudecommunicate clearly, assertively, and in due timeflight replanning and diversion implementationability to fly basic manoeuvres, and maintain aircraft control, in simulated IMC
Attitude	<ul style="list-style-type: none">aware of the current situation and its possible evolution, and proactively generating optionsset priorities (Fly, Navigate, Communicate, Manage) and manage workloadtakes effective decisions, displaying leadershipconsiderate about other traffics and the potential threatready and willing to seek assistance as necessary (e.g. from ATC)



Section 4 - Arrivals and Landings

safe arrival and entry into a landing or airport area in compliance with the regulation; structured pattern and stable approach leading to a safe landing in different configurations; discontinuation of the approach or landing

Knowledge	<ul style="list-style-type: none">• arrival procedures, standard pattern, visual approach chart reading, briefing structure and purpose• engine-out pattern and key positions• applicable landing techniques with different winds and configurations• go around procedures and applicable SOPs• radiotelephony requirements, procedures, and applicable standard phraseology• post-flight actions (e.g. post-flight inspection, logbook entry, flight plan closing, occurrence reporting)
Skill	<ul style="list-style-type: none">• systematic configuration changes, operated within the applicable limitations• precise and stable approach path• positive touch down within the designated touch down zone, at the correct speed• timely decision to abort the approach or landing• correct and systematic application of go-around drills• safe engine-out approach and landing
Attitude	<ul style="list-style-type: none">• awareness of the other traffics, their intentions, and the resulting impact• mindful about the environment and its impact (e.g. wind, sun, impending fog, night)• considerate for other traffics• assertive radiotelephony communication



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Section 5 - Abnormal and Emergency Procedures

spotting, assessing, and addressing emergencies or abnormals using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• emergency drills memory items• understanding of all emergency and abnormal procedures• precautionary landing methodology• standard phraseology for emergency and abnormal situation• transponder codes for emergency or com-loss situations• priority setting tools (e.g. PPAA or FNCM)
Skill	<ul style="list-style-type: none">• instrument scanning for advanced information of an impending issue• timely execution of emergency drills memory items• proper use of the applicable checklist• ability to deal with a system failure according to the AFM• situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• information gathering and problem solving• informed decision making• awareness of time or height availability and exhaustion• informed decision making and effective implementation• set priorities (Fly, Navigate, Communicate, Manage)

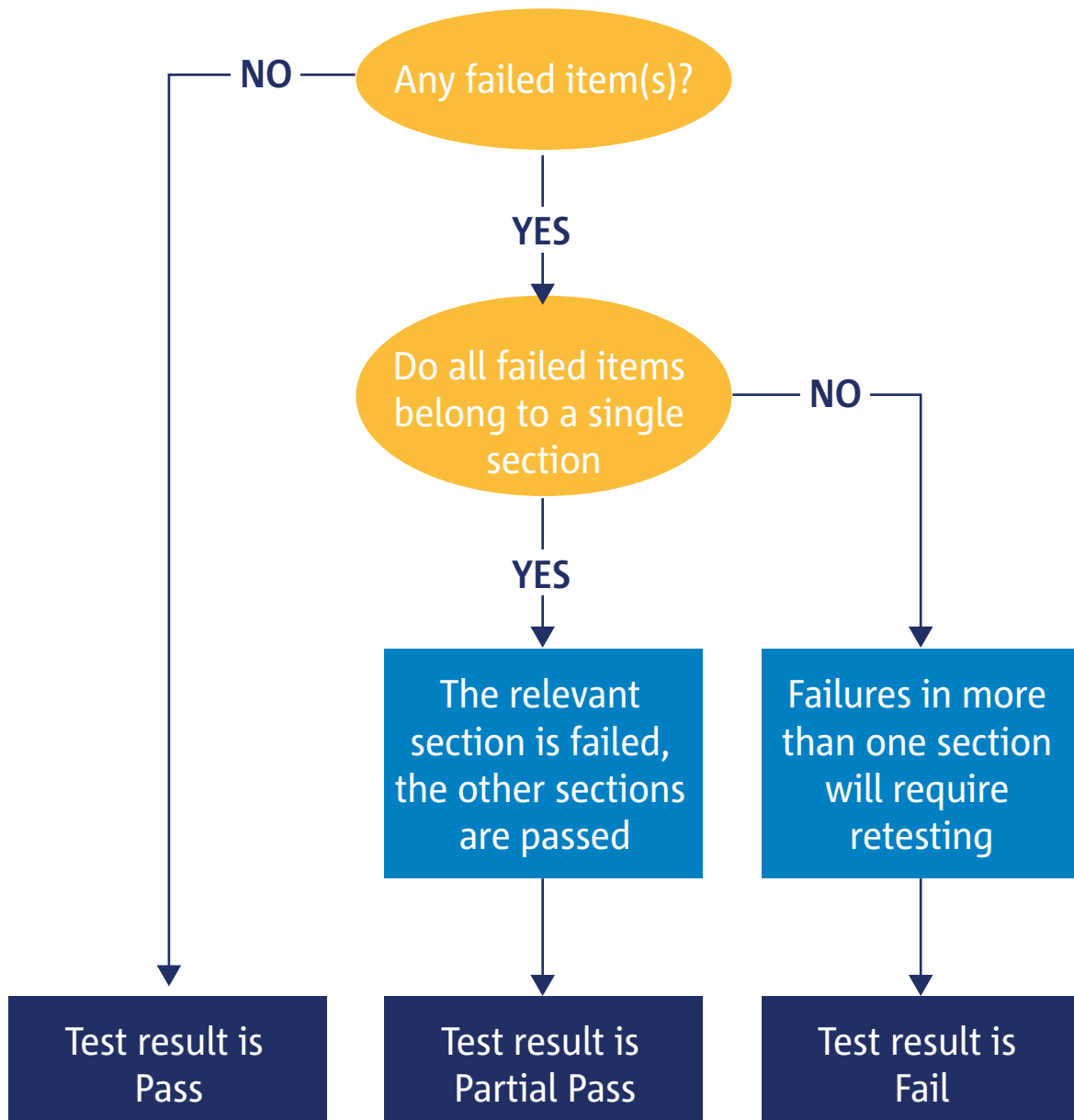
Section 6 - Simulated Asymmetric Flight

safe asymmetric operation during and after engine failure; single-engine flight path management during take-off, climb, approach, landing, and go-around; performance limitation issues

Knowledge	<ul style="list-style-type: none">• difference between single-engine controllability and performance• understanding that performance is related to excess power available• multi-engine specific speeds, relevance and markings (e.g. V_{sse}, V_{xse}, V_{yse}, V_{mca})• emergency drills memory items• engine failure emergency procedure• specific systems operation and limitations (e.g. pressurisation, anti/de-icing)
Skill	<ul style="list-style-type: none">• maintain aircraft control, and establish a stable flight path, during and after engine failure-simulation• timely execution of emergency drills memory items• proper use of the applicable checklist• adapt aircraft configuration for single-engine operation• standard phraseology for emergency and abnormal situation (e.i single-engine situation)• proper usage of specific aircraft systems (e.g. pressurisation, anti/de-icing)
Attitude	<ul style="list-style-type: none">• appreciation for the performance limitation and adoption of a conservative planning approach• assessment of the current situation under single-engine operation• realistic and effective decision making• anticipation and workload management



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training requirements. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, ATS flight plan, aircraft logbook
- Skill test protocol and examiner report
 - 1 signed copy to the applicant
 - 1 copy to the candidate's competent authority
 - 1 copy to the examiner's competent authority
 - 1 copy for the examiner's records
- Candidate logbook

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 5.1 - MPA



Multi Pilot Aeroplane (MPA) Type and Class Rating

V2021.1

General Applicable Framework

Flight rules:	VFR/IFR
Operational rules:	Part-CAT, Part-NCC
Crew concept:	MPA
Equipment:	Aeroplane/FSTD
Applicable type or class:	Aircraft to be specified in the rating
Required examiner certificate:	TRE/SFE/CRE(A)



1. Introduction

The purpose of the MPA test is to establish that a candidate has acquired or maintained the standard of proficiency necessary for the safe operation of the applicable aeroplane in:

1. controlled or uncontrolled airspace under instrument or visual flight rules as applicable;
2. both normal and non-normal operations.



2. Test Administration

Test profiles should be planned to make efficient use of time and airspace. The Examiner may choose between different skill test or proficiency check scenarios to ensure the mandatory items of the applicable test schedule are completed. Full-flight simulators and other training devices shall be used, as established in this Annex (Part-FCL).

Examiner's should plan 120 minutes for the test profile and 4 hours for the whole examination, avoiding protracted flight time beyond that reasonably required for the Candidate to display the required skills.

Before proceeding with the test, the Examiner shall verify that the prerequisites are met, including the skill test recommendation. The ATO/DTO shall make available the training records for verification if requested. The Examiner should verify the Candidates credentials and check documentation such as:

- Valid ID or passport;
- Medical certificate class 1 or 2, as applicable;
- Applicable pilot license and associated rating pages;
- Valid English language proficiency;
- Type rating course completion certificate;
- Confirmation of Advanced UPRT course, if applicable.

For initial MPA TR only check that the Candidate:

- Holds or has held an ME IR;
- Has passed the ATPL(A) theory exams;
- Hold an MCC course certificate or has the experience required by FCL.720.A(b)(4).

The Examiner should formally start the test when satisfied that the prerequisite requirements are met, and the Candidate is fit and ready.



3. Examiner Briefing

The Examiner should clearly define the roles of Examiner and Candidate during the test to ensure no ambiguity exists.

The Examiner should brief at least the following elements:

- Purpose of the test
- Applicable weather minimum
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules
- Examiner responsibility
- Freedom for the Candidate to ask questions
- Any assumptions/points of note (e.g. icing conditions in a FSTD, limitations of an FSTD)
- Flight Details – start point, intended route, fuel on board etc.

When covering the pass/fail criteria, the Examiner should brief and agree with the Candidate the minimum standards for successful completion of the test items defined in Section 7 of this module.



4. Candidate Flight Briefing

The Examiner should allow the Candidate adequate time to prepare for the skill test or proficiency check scenario using actual or simulated flight information as appropriate. The Examiner should facilitate an uninterrupted briefing on the flight details from the Candidate.

5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing by asking questions related, as far as possible, to the planned Part-FCL appendix test items.



6. Skill Test and Proficiency Check items

The use of checklists, airmanship, CRM concept and control of aeroplane by external and internal visual reference apply in all sections.

The mandated skill test items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 1 - Flight Preparation		
1.1	Performance calculation	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of performance and limitations, including a thorough knowledge of the adverse effects of exceeding any limitation.</i>• <i>Demonstrates proficient use of (as appropriate to the aeroplane) performance charts, tables, graphs or electronic versions if applicable.</i>• <i>Describes (as appropriate to the aeroplane) the airspeeds used during specific phases of flight.</i>• <i>Describes the effects of meteorological conditions upon performance characteristics and correctly applies these factors to a specific chart, table, graph or other performance data.</i>• <i>Demonstrates good planning and knowledge of procedures in applying operational factors affecting aeroplane performance.</i>
1.4	Use of checklist prior to starting engines, starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of the correct engine start procedures including the use of an auxiliary power unit (APU) or external power source (GPU and/or ASU), starting under various atmospheric conditions, normal and abnormal starting limitations, and the proper action required in the event of a malfunction.</i>• <i>Ensures the ground safety procedures are followed during the before-start, start, and after-start phases.</i>• <i>Ensures the use of appropriate ground crew personnel during the start procedures.</i>• <i>Performs all items of the start procedures by systematically following the approved briefing/checklist items for the before-start, start, and after-start phases.</i>• <i>Demonstrates sound judgement and operating practices in those instances where specific instructions or briefing/checklist items are not published.</i>• <i>Completes the appropriate briefing/checklist.</i>



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1.5	Taxiing in compliance with ATC instructions or instructions of instructor	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of safe taxi procedures (as appropriate to the aeroplane including push-back or powerback, as may be applicable).</i>• <i>Demonstrates proficiency by maintaining correct and positive aeroplane control.</i>• <i>Maintains proper spacing on other aeroplane, obstructions, and persons.</i>• <i>Accomplishes the applicable briefing/checklist items and performs recommended procedures.</i>• <i>Complies with instructions issued by ATC (or the examiner simulating ATC).</i>• <i>Observes runway hold lines, localizer and glide slope critical areas, beacons, and other surface control markings and lighting.</i>• <i>Demonstrate awareness of factors that may cause runway incursions.</i>• <i>Maintains constant vigilance and aeroplane control during taxi operation.</i>
1.6	Before take-off checks	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of the pre-takeoff checks.</i>• <i>Divides attention properly inside and outside cockpit.</i>• <i>Ensures that all systems are within their normal operating range prior to beginning, during the performance of, and at the completion of those checks required by the approved checklist.</i>• <i>Determines if the aeroplane is safe for the proposed flight</i>• <i>Determines the aeroplane's takeoff performance, considering such factors as wind, density altitude, weight, temperature, pressure altitude, and runway condition and length.</i>• <i>Completes the appropriate checklist.</i>



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Section 2 - Take-offs

2.1

Normal take-offs with different flap settings, including expedited take-off

- The Candidate exhibits adequate knowledge of normal take-offs and climbs including (as appropriate to the aeroplane) airspeeds, configurations, and emergency/ abnormal procedures.
- Notes any surface conditions, obstructions or other hazards that might hinder a safe takeoff.
- Verifies and correctly applies correction for the existing wind component to the takeoff performance.
- Completes required checks prior to starting takeoff to verify the expected engine performance. Performs all required pre takeoff checks.
- Aligns the aeroplane on the runway centreline.
- Applies the controls correctly to maintain longitudinal alignment on the centreline of the runway prior to initiating and during the takeoff.
- Adjusts the engine controls as recommended by the approved guidance for the existing conditions.
- Monitors engine controls, settings, and instruments during takeoff to ensure all predetermined parameters are maintained.
- Adjusts the controls to attain the desired pitch attitude at the predetermined airspeed to obtain the desired performance.
- Performs the required pitch changes and, as appropriate, performs or calls for and verifies the accomplishment of, gear and flap retractions, power adjustments, and other required pilot-related activities at the required airspeeds within the tolerances established in the Pilot's Operating Handbook or AFM.
- Uses the applicable noise abatement and wake turbulence avoidance procedures, as required.
- Maintains the appropriate climb airspeeds.
- Completes the appropriate checklist.

2.2

Instrument take-off; transition to instrument flight is required during rotation or immediately after becoming airborne

- The Candidate exhibits adequate knowledge of an instrument take-off with instrument meteorological conditions simulated at or before reaching an altitude of 100 feet (30 meters) AGL. due to IMC conditions
- Takes into account, prior to beginning the takeoff, operational factors which could affect the manoeuvre such as Takeoff Warning Inhibit Systems or other aeroplane characteristics, runway length, surface conditions, wind, wake turbulence, obstructions, and other related factors that could adversely affect safety.
- Accomplishes the appropriate briefing/checklist items to ensure that the aeroplane systems applicable to the instrument takeoff are operating properly.
- Sets the applicable radios/flight instruments to the desired setting prior to initiating the takeoff.
- Applies the controls correctly to maintain longitudinal alignment on the centreline of the runway prior to initiating and during the takeoff.
- Transitions smoothly and accurately from visual meteorological conditions to actual or simulated instrument meteorological conditions.
- Maintains the appropriate climb attitude.
- Complies with the appropriate airspeeds and climb segment airspeeds.
- Maintains desired heading and desired airspeeds.
- Complies with ATC clearances and instructions issued by ATC (or the examiner simulating ATC).
- Completes the appropriate briefing/checklist.



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2.3	Crosswind take-off	<ul style="list-style-type: none">• The Candidate exhibits adequate knowledge of crosswind takeoffs and climbs including (as appropriate to the aeroplane) airspeeds, configurations, and emergency/ abnormal procedures.
2.4	Take-off at maximum take-off mass (actual or simulated maximum take-off mass)	<ul style="list-style-type: none">• The Candidate exhibits knowledge of the elements of takeoff and climb at maximum take-off mass by demonstrating and/or describing-• How to determine or estimate wind speed and direction.• How to determine expected maximum performance.• Takeoff and climb hazards, particularly those related to obstacles.• The use of wing flaps that is appropriate to achieve the take off and climb performance for the runway in use.• How to position and align the aeroplane for maximum utilisation of available takeoff area.• Initial positioning of flight controls.• Power application.• Directional control during acceleration on the surface.• Lift-off attitude and airspeed.• Initial climb attitude and airspeed until obstacle is cleared (or 50 feet above the surface).• Track during climb.• Completes the appropriate briefing/checklist.
2.5 - Take-offs with simulated engine failure:		
2.5.2	between V1 and V2	<p>On a multi-engine aeroplane with published V1, VR, and/or V2 speeds, the failure of the most critical engine should be simulated at a point after V1 and prior to V2; or as close as possible after V1 when V1 and V2 or V1 and VR are identical.</p> <ul style="list-style-type: none">• The Candidate exhibits adequate knowledge of the procedures used during engine failure on takeoff, the appropriate reference airspeeds, and the specific pilot actions required.• Takes into account, prior to beginning the takeoff, operational factors which could affect the manoeuvre such as Takeoff Warning Inhibit Systems or other aeroplane characteristics, runway length, surface conditions, wind, wake turbulence, obstructions, and other related factors that could adversely affect safety.• Completes required checks prior to starting takeoff to verify the expected engine performance. Performs all required pre-takeoff checks as required by the appropriate checklist items.• Aligns the aeroplane on the runway.• Applies the controls correctly to maintain longitudinal alignment on the centreline of the runway prior to initiating and during the takeoff.• Adjusts the engine controls as recommended by the approved guidance for the existing conditions.• Maintains the aeroplane alignment with the heading appropriate for climb performance and terrain clearance when engine failure occurs.• Completes the appropriate checklist.



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2.6

Rejected take-off at a reasonable speed before reaching V1

To determine that the Candidate understands when to reject or continue the takeoff and:

- Exhibits adequate knowledge of the technique and procedure for accomplishing a rejected takeoff after engine/system(s) failure/warnings, including related safety factors.
- Takes into account, prior to beginning the takeoff, operational factors, which could affect the manoeuvre such as Takeoff Warning Inhibit Systems or other aeroplane characteristics, runway length, surface conditions, wind, obstructions, and other related factors that could affect takeoff performance and could adversely affect safety.
- Aligns the aeroplane on the runway centreline.
- Performs all required pre-takeoff checks as required by the appropriate briefing/checklist items.
- Adjusts the engine controls as recommended by the approved guidance for the existing conditions.
- Applies the controls correctly to maintain longitudinal alignment on the centreline of the runway.
- Aborts the takeoff if any unsafe situation or failure occurs at a point during the takeoff where the abort procedure can be initiated, and the aeroplane can be safely stopped on the remaining runway/stopway.
- Uses spoilers, propeller reverse, thrust reverse, wheel brakes, and other drag/braking devices, as appropriate, maintaining positive control in such a manner as to bring the aeroplane to a safe stop.
- Accomplishes the appropriate engine failure or other procedures and/or briefing/checklists as set forth in the Pilot's Operating Handbook or AFM.
- Completes the appropriate briefing/checklist.



Section 3 - Flight manoeuvres and procedures

3.4.0
to
3.4.14

Normal and
abnormal
operations of
Aircraft systems:

- *The Candidate possesses adequate knowledge of the normal and abnormal procedures of the systems, subsystems, and devices relative to the aeroplane type (as may be determined by the examiner); knows immediate action items to accomplish, if appropriate, and proper briefing/checklist to accomplish or to call for, if appropriate.*
- *Demonstrates sound judgement and knowledge of the aeroplane manoeuvring capabilities throughout the procedure.*
- *Performs all procedures required and maintains aeroplane control in a smooth, positive, and timely manner.*
- *Demonstrates proper procedures in accordance with approved procedure/briefing/checklist or the manufacturer's recommended procedures and pertinent briefing/checklist items.*
- *Demonstrates the proper use of the aeroplane systems, subsystems, and devices (as may be determined by the examiner) appropriate to the aeroplane.*
- *Completes the appropriate checklist.*

3.6 - Abnormal and emergency procedures:

3.6.1
to
3.6.9

Abnormal and
emergency
procedures:

Depending on the aeroplane used these items may be checked by other means i.e. oral or by 'touch-drills' if required for safety

In any case while simulating engine failure on a multi engine aeroplane, the Examiner or the safety pilot must be able to cope with a real failure on another engine.

The Examiner or the safety pilot must also know the alarm inhibitions and the inefficacy of a continuous alarm due to any failure simulation.

Note: A mandatory minimum of three items shall be selected from 3.6.1 to 3.6.9 inclusive.

- *The Candidate exhibits adequate knowledge of the emergency procedures (as may be determined by the examiner) relating to the particular aeroplane type.*
- *Demonstrates the proper emergency procedures (as may be determined by the examiner) relating to the particular aeroplane type.*
- *Demonstrates the proper procedure for any other emergency outlined (as may be determined by the examiner) in the appropriate approved AFM.*
- *Completes the appropriate briefing/checklist.*

It is strictly forbidden to disengage circuit breakers to simulate any kind of system failure(s) /malfunction(s) in the aeroplane



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3.8 - Instrument flight procedures:**3.8.1****Adherence to departure and arrival routes and ATC instructions**

- *The Candidate in actual or simulated instrument conditions, exhibits adequate knowledge of SIDS, Enroute Low and High-Altitude Charts, STARS, and related pilot/controller responsibilities.*
- *Uses the current and appropriate navigation publications for the proposed flight.*
- *Selects and uses the appropriate communications frequencies, and selects and identifies the navigation aids associated with the proposed flight.*
- *Performs the appropriate briefing/checklist items.*
- *Establishes communications with ATC, using proper phraseology.*
- *Complies, in a timely manner, with all instructions and airspace restrictions.*
- *Exhibits adequate knowledge of two-way radio communications failure procedures.*
- *Intercepts, in a timely manner, all courses, radials, and bearings (QDM/QDR's) appropriate to the procedure, route, clearance, or as directed by the examiner or by ATC*
- *Conducts the departure phase to a point where, in the opinion of the examiner, the transition to the enroute environment is complete.*
- *Completes the appropriate briefing/checklist.*

3.8.3***3D operations to DH/A of 200 ft (60 m) or to higher minima if required by the approach procedure****PRECISION APPROACH**

NOTE: Precision approaches, using aeroplane NAVAID equipment for centreline and glideslope guidance, may be accomplished in simulated or actual instrument conditions to Decision Altitude/Height (DA/DH) and must be flown manually

The simulated engine failure should occur before initiating the final approach segment and must continue to touchdown or throughout the missed approach procedure. For the aeroplane equipped with a normal scale, the acceptable performance is a half scale deflection for the localizer/glideslope indicators, for the aeroplane equipped with an expanded scale on the localizer, the acceptable performance is inside a maximum full scale deflection for the localizer and a half scale deflection for the glideslope.

- *The Candidate exhibits adequate knowledge of the precision instrument approach procedures with all engines operating, and with one engine inoperative.*
- *Accomplishes the appropriate precision instrument approaches as selected by the examiner.*
- *Establishes two-way communications with ATC using the proper communications phraseology and techniques, either personally, or, if appropriate, directs co-pilot/safety pilot to do so, as required for the phase of flight or approach segment.*
- *Complies, in a timely manner, with all clearances, instructions, and procedures.*



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		<ul style="list-style-type: none">• Advises ATC anytime the candidate is unable to comply with a clearance.• Establishes the appropriate aeroplane configuration and airspeed considering turbulence, wind shear, microburst conditions, or other meteorological and operating conditions.• Completes the aeroplane briefing/checklist items appropriate to the phase of flight or approach segment, including engine out approach and landing briefing/checklists, if appropriate.• Prior to beginning the final approach segment, maintains the desired altitude, the desired airspeed with one engine inoperative) headings with one engine inoperative); and accurately tracks radials, courses, and bearing (QDM/QDR's).• Selects, tunes, identifies, and monitors the operational status of ground and aeroplane navigation equipment used for the approach.• Applies the necessary adjustments to the published DA/DH and visibility criteria for the aeroplane approach category as required, such as:<ul style="list-style-type: none">• Notices to Airmen, including Flight Data Centre Procedural NOTAM'S.• Inoperative aeroplane and ground navigation equipment.• Inoperative visual aids associated with the landing environment.• Weather Service reporting factors and criteria.• Cold temperature corrections if applicable.• Establishes a predetermined rate of descent at the point where the electronic glide slope begins which approximates that required for the aeroplane to follow the glide slope.• Maintains a stabilised final approach, arriving at DA/DH with no more than the maximum value described above and the airspeed with one engine inoperative) of that desired.• Avoids descent below the DA/DH before initiating a missed approach procedure or transitioning to a landing.• Initiates immediately the missed approach when at the DA/DH, and the required visual references for the runway are not unmistakably visible and identifiable.• Transitions to a normal landing approach only when the aeroplane is in a position from which a descent to a landing on the runway can be made at a normal rate of descent using normal manoeuvring.• Maintains localizer and glide slope during the visual descent from DA/DH to a point over the runway where glide slope must be abandoned to accomplish a normal landing.• Completes the appropriate briefing/checklist.
3.8.3.1	Manually, without flight director	<ul style="list-style-type: none">• The Candidate exhibits adequate knowledge of precision approach manually, without flight director• Demonstrates proper briefings in accordance with approved procedure/briefing/checklist or the manufacturer's recommended procedures and pertinent briefing/checklist items.



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3.8.3.4	<p>Manually, with one engine simulated inoperative during final approach, either until touchdown or through the complete missed approach procedure (as applicable), starting:</p> <p>(i) before passing 1 000 ft above aerodrome level; and</p> <p>(ii) after passing 1 000 ft above aerodrome level.</p>	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of altitude, speed heading control (stabilised approach)</i>• <i>Demonstrates sound judgement and knowledge of the aeroplane manoeuvring capabilities in compliance with published approach procedures and approach timing.</i>• <i>Performs all procedures required and maintains aeroplane control in a smooth, positive, and timely manner.</i>• <i>Demonstrates proper briefings in accordance with approved procedure/briefing/checklist or the manufacturer's recommended procedures and pertinent briefing/checklist items.</i>• <i>Completes the appropriate briefing/checklist.</i>
3.8.4	2D operations down to the MDH/A	<p>NON PRECISION APPROACH</p> <p>NOTE: The applicant must accomplish at least one non-precision approach in simulated or actual weather conditions</p> <ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of non-precision approach procedures representative of those the applicant is likely to use.</i>• <i>Accomplishes the non-precision instrument approaches described in the scenario and/or selected by the examiner.</i>• <i>Establishes the appropriate aeroplane configuration and airspeed and completes all applicable briefing/checklist items.</i>• <i>Selects, tunes, identifies, and monitors the operational status of ground and aeroplane navigation equipment used for the approach.</i>• <i>Applies the necessary adjustments to the published Minimum Descent Altitude (MDA) and visibility criteria for the aeroplane approach category when required, such as:</i>• <i>Inoperative visual aids associated with the landing environment.</i>• <i>Weather Service reporting factors and criteria.</i>• <i>Cold temperature corrections if applicable.</i>• <i>Establishes a rate of descent that will ensure arrival at the MDA (at, or prior to reaching, the visual descent point if published) with the aeroplane in a position from which a descent from MDA to a landing on the intended runway can be made at a normal rate using normal manoeuvring.</i>• <i>Crosschecks altitude versus distances as applicable to the approach type.</i>• <i>Execute the appropriate procedure on reaching MDA</i>• <i>Executes the missed approach if the required visual references for the intended runway are not unmistakably visible and identifiable at the missed approach point.</i>• <i>Executes a normal landing from a straight-in approach</i>• <i>Completes the appropriate briefing/checklist.</i>



Section 4 - Missed approach procedures

4.4

Manual go-around with the critical engine simulated inoperative after an instrument approach on reaching DH, MDH or MAPt

- *The Candidate exhibits adequate knowledge of a go-around procedure with one engine simulated inoperative, including the conditions that dictate a rejected landing, the importance of a timely decision, the recommended airspeeds.*
- *Makes a timely decision to reject the landing for actual or simulated circumstances and makes appropriate notification when safety-of-flight is not an issue.*
- *Applies the appropriate power setting for the flight condition and establishes a pitch attitude necessary to obtain the desired performance.*
- *Establishes a positive rate of climb and climb at the appropriate airspeed to the correct acceleration altitude.*
- *Retracts the wing flaps/drag devices and landing gear, if appropriate, in the correct sequence,*
- *Trims the aeroplane as necessary and maintains the proper ground track and altitudes during the rejected landing procedure.*
- *Accomplishes the appropriate briefing/checklist items in a timely manner in accordance with approved procedures.*
- *Completes the appropriate briefing/checklist.*



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Section 5 - Landings

5.5	Landing with critical engine simulated inoperative	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of the flight characteristics and controllability associated with manoeuvring to a landing with (a) engine(s) inoperative (or simulated inoperative) including the controllability factors associated with manoeuvring, and the applicable emergency procedures.</i>• <i>Maintains positive aeroplane control as per the AFM.</i>• <i>Sets engine controls, reduces drag as necessary,</i>• <i>Maintains the operating engine(s) within acceptable operating limits.</i>• <i>Follows the prescribed aeroplane briefing/checklist and verifies the procedures for securing the inoperative engine(s).</i>• <i>Proceeds toward the nearest suitable airport.</i>• <i>Maintains, prior to beginning the final approach segment, the desired altitude the desired airspeed the desired heading and accurately tracks courses, radials, and bearing (QDM/QDR's).</i>• <i>Establishes the approach and landing configuration appropriate for the runway and meteorological conditions; and adjusts the engine controls as required.</i>• <i>Maintains a stabilised approach and the desired airspeed.</i>• <i>Accomplishes a smooth, positively controlled transition from final approach to the touchdown area.</i>• <i>Maintains positive directional control and crosswind corrections during the after-landing roll.</i>• <i>Uses spoilers, propeller reverse, thrust reversers, wheel brakes, and other drag/braking devices, as appropriate, in such a manner to bring the aeroplane to a safe stop after landing.</i>• <i>Completes the applicable after-landing briefing/checklist items in a timely manner, after clearing the runway if appropriate, and as recommended by the manufacturer.</i>
5.6	Landing with two engines inoperative: – aeroplanes with three engines: the centre engine and one outboard engine as far as practicable according to data of the AFM; and – aeroplanes with four engines: two engines at one side	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of the flight characteristics and controllability associated with manoeuvring to a landing with (a) engine(s) inoperative (or simulated inoperative) including the controllability factors associated with manoeuvring, and the applicable emergency procedures.</i>• <i>Maintains positive aeroplane control.</i>• <i>Establishes a bank of approximately 5°, if required, or as recommended by the manufacturer, to maintain co-ordinated flight, and properly trims for that condition.</i>• <i>Sets engine controls, reduces drag as necessary,</i>• <i>Correctly identifies and verifies the inoperative engine(s) after the failure (or simulated failure).</i>• <i>Maintains the operating engine(s) within acceptable operating limits.</i>• <i>Follows the prescribed aeroplane briefing/checklist and verifies the procedures for securing the inoperative engine(s).</i>• <i>Proceeds toward the nearest suitable airport.</i>• <i>Maintains, prior to beginning the final approach segment, the desired altitude the desired airspeed the desired heading and accurately tracks courses, radials, and bearing (QDM/QDR's).</i>



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- *Establishes the approach and landing configuration appropriate for the runway and meteorological conditions; and adjusts the engine controls as required.*
- *Maintains a stabilised approach and the desired airspeed*
- *Accomplishes a smooth, positively controlled transition from final approach to touchdown.*
- *Maintains positive directional control and crosswind corrections during the after-landing roll.*
- *Uses spoilers, propeller reverse, thrust reversers, wheel brakes, and other drag/braking devices, as appropriate, in such a manner to bring the aeroplane to a safe stop after landing.*
- *Completes the applicable after-landing briefing/checklist items in a timely manner, after clearing the runway, and as recommended by the manufacturer.*



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Section 6 – Additional authorisation on a type rating for instrument approaches down to a DH of less than 60 m (200 ft) (CAT II/III)

6.1	Rejected take-off at minimum authorised runway visual range (RVR)	<ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of Low Visibility operations: aborted take-off at minimum RVR.</i>• <i>Demonstrates the correct decision making and AFM technique for the aeroplane manoeuvring capabilities in compliance with published CAT II/III only: aborted take-off at minimum RVR.</i>• <i>Performs all procedures required and maintains aeroplane control in a smooth, positive, and timely manner.</i>• <i>Demonstrates proper briefings in accordance with approved procedure/briefing/checklist or the manufacturer's recommended procedures and pertinent briefing/checklist items.</i>
6.2	CAT II/III approaches: in simulated instrument flight conditions down to the applicable DH, using flight guidance system. Standard procedures of crew coordination (task sharing, call-out procedures, mutual surveillance, information exchange and support) shall be observed.	CAT II/III ONLY: ILS APPROACHES DOWN TO THE APPLICABLE DH <ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge CAT II/III only: ILS approach down to the applicable DH</i>• <i>Demonstrates sound judgement and knowledge of the aeroplane manoeuvring capabilities in compliance with published CAT II/III only: ILS approach down to the applicable DH.</i>• <i>Performs all procedures required and maintains aeroplane control in a smooth, positive, and timely manner.</i>• <i>Demonstrates proper briefings in accordance with approved procedure/briefing/checklist or the manufacturer's recommended procedures and pertinent briefing/checklist items</i>
6.3	Go-around: after approaches as indicated in 6.2 on reaching DH. The training shall also include a go-around due to (simulated) insufficient RVR, wind shear, aeroplane deviation in excess of approach limits for a successful approach, ground/airborne equipment failure prior to reaching DH, and go-around with simulated airborne equipment failure.	CAT II/III ONLY: GO AROUND ON REACHING DH <ul style="list-style-type: none">• <i>The Candidate exhibits adequate knowledge of CAT II/III only: Go around on reaching DH</i>• <i>Demonstrates sound judgement and knowledge of the aeroplane manoeuvring capabilities in compliance with published CAT II/III only: Go around on reaching DH</i>• <i>Performs all procedures required and maintains aeroplane control in a smooth, positive, and timely manner.</i>• <i>Demonstrates proper briefings in accordance with approved procedure/briefing/checklist or the manufacturer's recommended procedures and pertinent briefing/checklist items</i>



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6.4

Landing(s) with visual reference established at DH following an instrument approach. Depending on the specific flight guidance system, an automatic landing shall be performed.

**CAT II/III ONLY:
LANDING WITH VISUAL REFERENCE ESTABLISHED AT DH**

- Exhibits adequate knowledge of CAT II/III only: Landing with visual reference established at DH
- Demonstrates sound judgement and knowledge of the aeroplane manoeuvring capabilities in compliance with published CAT II/III only: Landing with visual reference established at DH.
- Performs all procedures required and maintains aeroplane control in a smooth, positive, and timely manner.
- Demonstrates proper briefings in accordance with approved procedure/briefing/checklist or the manufacturer's recommended procedures and pertinent briefing/checklist items

NOTE: CAT II/III operations shall be accomplished in accordance with the applicable air operations requirements.



7. Standard of Completion

The Candidate shall demonstrate the ability to:

- a) operate the aeroplane within its limitations;
- b) complete all manoeuvres with smoothness and accuracy
- c) exercise good judgement, airmanship & decision making;
- d) apply aeronautical knowledge;
- e) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is always assured;
- f) understand and apply TEM techniques, crew coordination and incapacitation procedures; and
- g) communicate effectively with the other crew members.

The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

Height	
Generally,	± 100 ft
Starting a go-around at decision height/altitude	+ 50 ft/- 0 ft
Minimum descent height/MAPt/altitude	+ 50 ft/- 0 ft
Tracking	
On radio aids	±5°
For 'angular' deviations	Half-scale deflection, azimuth and glide path (e.g. LPV, ILS, MLS, GLS)
2D (LNAV) and 3D (LNAV/VNAV) 'linear' lateral deviations	cross-track error/deviation shall normally be limited to ± ½ of the RNP value associated with the procedure. Brief deviations from this standard up to a maximum of one time the RNP value are allowable.
3D linear vertical deviations (e.g. RNP APCH (LNAV/VNAV) using BaroVNAV)	not more than - 75 ft below the vertical profile at any time, and not more than + 75 ft above the vertical profile at or below 1 000 ft above aerodrome level.
Heading	
all engines operating	± 5°
with simulated engine failure	± 10°
Speed	
all engines operating	± 5 knots
with simulated engine failure	+ 10 knots/- 5 knots



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e) and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Flight Preparation	
a) planning and preparation of a safe and compliant flight, including the usage of TEM b) safe and compliant usage of the aircraft on the ground and during the transition to flight	
Knowledge	<ul style="list-style-type: none">• Applicable regulations (rules of the air, operational, licensing)• Weather information interpretation and understanding• Notams interpretation and understanding• Aircraft flight manual structure, relevant information usage• Aeronautical charts interpretation and usage• Radio communication procedures and standard phraseology• Taxi instructions/clearances, if applicable.
Skill	<ul style="list-style-type: none">• Flight preparation information retrieval• Searching in official reference documents (e.g. AFM, AIP)• Standard SOP and checklist usage• Smooth aircraft handling• Communicate clearly and assertive.• Obtain taxi instructions, acknowledge taxi clearances, and review taxi routes on the airport diagram.• Comply with ATC clearances, as appropriate• Coordinate with crew, if applicable, and complete the appropriate checklist(s) prior to and during taxi
Attitude	<ul style="list-style-type: none">• Looking for information and assess them critically• Safety-minded rather than mission-minded• Takes effective decisions• Assertive when in doubt• Aware of their limited experience and abilities• Failure to complete checklist(s).• Entering or crossing runways awareness• Maintain situational awareness.



Section 2 - Take-offs

safe and smooth aircraft operation throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge	<ul style="list-style-type: none">• Effects of atmospheric conditions, including wind, on takeoff and climb performance.• Appropriate V-speeds for takeoff and climb.• Appropriate aircraft configuration and power setting for takeoff and climb.• Runway markings and lighting.• Recovery procedures from an unusual aircraft state
Skill	<ul style="list-style-type: none">• Coordinate with crew, if applicable, and complete the appropriate checklist(s) prior to takeoff in a timely manner.• Verify the airplane is configured for takeoff.• Establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as required• Smooth, precise, and coordinated aircraft handling• Retract the landing gear and flaps in accordance with manufacturer or operator procedures and limitations, as appropriate.• Smooth flight path changes, following the established SOP.• Follow noise abatement procedures, as practicable.• Correct and systematic application of recovery drills
Attitude	<ul style="list-style-type: none">• Acquire and update their knowledge about their position and potential threats (e.g. traffic, terrain, flight path) and consider their future evolution• Set priorities (Fly, Navigate, Communicate, Manage)• Assertive, seek clarification of doubts and misunderstandings before acting• Improper aircraft configuration or settings• Distractions, loss of situational awareness, or improper task management• Failure to complete checklist(s)



Module 5.1 - MPA

Section 3 - Flight manoeuvres and procedures

Recognising, assessing, and addressing emergencies or abnormal situations using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• Emergency drills memory items• Understanding of all emergency and abnormal procedures• Standard phraseology for emergency and abnormal situation• Transponder codes for emergency or com-loss situations• Priority setting tools (e.g. TDODAR or PIOSEE)• Engine failure emergency procedure• Specific systems operation and limitations
Skill	<ul style="list-style-type: none">• Instrument scanning for advanced information of an impending issue• Timely execution of emergency drills memory items• Proper use of the applicable checklist• Ability to deal with a system failure according to the AFM• Situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• Information gathering and problem solving• Timely, informed decision making and effective implementation• Set priorities (Fly, Navigate, Communicate, Manage)• Appropriate evaluation of the developing situation

Section 4 - Missed approach procedures

Safe arrival and entry into an airport area in compliance with the regulation; structured pattern and stable approach leading to a safe landing in different configurations; discontinuation of the approach or landing.

Knowledge	<ul style="list-style-type: none">• Arrival procedures, standard pattern, visual approach chart reading, briefing structure and purpose• Engine-out pattern and key positions• Go around procedures and applicable SOPs• Radiotelephony requirements, procedures, and applicable standard phraseology
Skill	<ul style="list-style-type: none">• Timely decision to abort the approach or landing• Correct and systematic application of go-around procedure• Safe engine-out approach and landing
Attitude	<ul style="list-style-type: none">• Awareness of the other traffics, their intentions, and the resulting impact• Mindful of the environment and its impact• Assertive radiotelephony communication• Appropriate management of the situation

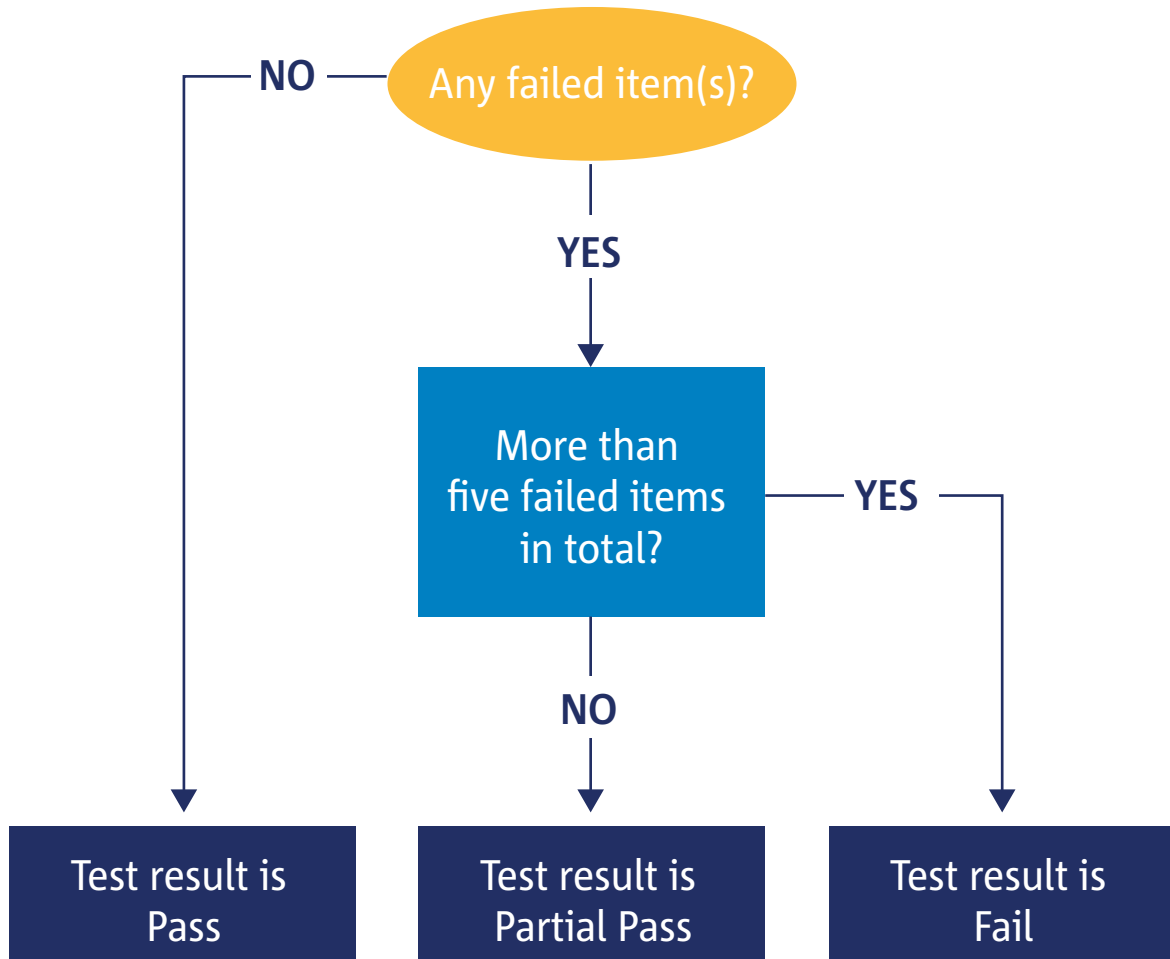


Section 5 - Landings

Knowledge	<ul style="list-style-type: none">• Applicable landing techniques with different winds and configurations• Difference between single-engine controllability and performance• Understanding that performance is related to excess power available• Multi-engine specific speeds
Skill	<ul style="list-style-type: none">• Systematic configuration changes, operated within the applicable limitations• Precise and stable approach path• Positive touch down within the designated touch down zone, at the correct speed
Attitude	<ul style="list-style-type: none">• Appreciation for the performance limitation and adoption of a conservative planning approach• Assessment of the current situation under single-engine operation• Realistic and effective decision making• Anticipation and workload management



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the Examiner informing the Candidate of the result of the test. After that, the Examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the Candidate. If the test is failed, the Examiner shall inform the Candidate and the training organisation regarding any training requirements. The Candidate shall be explained their right of appeal, according to the procedures set by the Candidate's competent authority. With the agreement of the Candidate, the Examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records required by the candidates licencing authority must be completed. Please refer to the EASA Examiner Differences Document.

For any failed or partially pass test result, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 6 - Mountain Rating



Module 6 - Mountain Rating

MOU Skill Test

V2021.1

General Applicable Framework

Flight rules:	VFR
Operational rules:	Part-NCO
Crew concept:	SPO
Equipment:	Aeroplane (wheels or skis)
Applicable type or class:	TMG, SEP, SET, MEP, MET
Required examiner certificate:	FE qualified for MOU (ME)
Possible combination with another test, check or AoC:	No



1. Introduction

The basic privileges of the holder of a mountain rating are to conduct flights as PIC with aeroplanes or TMGs to and from surfaces, which are designated to require such a rating.

When conducting the skill test, the examiner must have due regard for the experience that a MOU candidate should have. The examiner shall also appreciate that upon licensing the pilot will be responsible to operate in the mountains, with all their peculiarities and risks, he is safe to approach and land on glaciers, snowfields with skis and/or specially designated landing sites of varying characteristics with wheels in a considered and foresighted manner.



2. Test Administration

Since flying in the mountains as well as flying to the designated landing areas must be strongly adapted to the current weather conditions, the corresponding programme must be defined and determined best possible before take-off for the skill test.

During the flight test, two sites different from the departure airport should be used for recognition, approach, landing and take-off. For the mountain rating ski or the extension from wheel to ski, one of the two different sites should be a glacier.

Usually, the examiner occupies the instructor seat and is the PIC. No other person, if not required for the conduct of the examination, is allowed on the aircraft.

Before proceeding with the test, the examiner shall verify that the prerequisites are met, including MOU skill test recommendation; the ATO/DTO shall make available the training records for verification if requested. Accordingly, the following documents and conditions shall be verified:

- Passport or ID;
- Valid rating for the aircraft used for the test;
- Medical EASA Class 2;
- Training completion certificate from the ATO/DTO;
- Relevant MOU skill test form filled, and endorsed by the ATO/DTO;
- Insurance of aircraft covering check flights; and
- Specific equipment for mountain landings (Skis, special wheels for mountain landings etc.).

When the examiner is satisfied that the prerequisite requirements are met; they should seek confirmation that the candidate is fit and ready for the test. If so, the examiner formally starts the test; it is a good practice to take this opportunity to show the examiner credentials at first.



3. Examiner Briefing

The Examiner must brief the following elements:

- Freedom for the candidate to ask questions;
- Purpose and aim of the skill test;
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO/DTO, or test requirements);
- Examiner has PIC responsibility; the candidate acts autonomously as if they were the PIC;
- Handling of correct radio communications and calls during approach, landing and take-off;
- Examiner role-play in normal operations and simulated emergencies;
- Engine failure-simulation;
- Handling of possible contingencies (technical, weather, ATC);
- Handling of actual emergencies (e.g. engine failure procedures, change of aircraft control); and
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules.

When covering pass/fail criteria the examiner should cover general standards of completion, including decision-making and airmanship. Some test items may require specific emphasis for the candidate to understand what is required. The standards of completion should be agreed with the candidate, and the examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Take-off performance; selection of take-off rejection point
- Selection of aiming and touchdown point and acceptable tolerances for the different types of landings
- Navigation accuracy
- Simulated emergencies; expectation on handling, checklist use and what and how to simulate.

In covering the standards of completion, the examiner should also review how the candidate has been trained by the DTO/ATO as procedures and flight techniques might differ between organisations.



4. Candidate Flight Briefing

The examiner should allow the candidate to brief uninterrupted; the candidate shall conclude their briefing by making a go/no-go decision. The briefing should cover the following aspects:

- Timetable (e.g. boarding time);
- Operational navigation flight plan;
- Weather situation and forecast;
- Expected conditions regarding the landing areas
- Personal equipment for the flight;
- NOTAMs, including relevant local military restrictions, as applicable;
- Fuel planning;
- Mass and balance calculation;
- ATC flight plan, if applicable;
- Aircraft status and documents, including maintenance release;
- Threat and Error Management aspects.



5. Oral Examination on Ground

The Examiner should verify the relevant theoretical knowledge of the Candidate during the briefing on the ground by asking questions related, as far as possible, to the planned flight covering, for example, the following areas:

- Follow-up questions to the candidate's briefing;
- Regulations (EU and relevant specific national requirements);
- Licensing (e.g. MOU rating, privileges, validity);
- Operational aspects;
- Weather information and interpretation;
- Different conditions of the landing sites, snow, ice etc.;
- Use of oxygen;
- Characteristics of steep and flat landing areas;
- Types of snow;
- Airspace structure and limitations;
- Aircraft systems, limitations, performance, mass and balance;
- Navigation charts;
- Emergency procedures.

**Module 6 - Mountain Rating**

6. Skill Test Items

The use of checklist, airmanship, control of aeroplane etc., apply in all sections.

Section 6 may be combined with sections 1 to 5.

The skill test items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 1 - Departure		
1.1	Theoretical knowledge mountain rating: Equipment, Survival, Rules, Human Performance and Limitations	<ul style="list-style-type: none">• Characteristics of steep and flat landing areas• Types of snow• Mountain survival tactics and procedures in case of incident/accident• Human performance in relation to hypoxia and optical phenomena in mountains (whiteout, distance perception problems)
1.2	Pre-flight including: Documentation, mass and balance, weather briefing, NOTAM	<ul style="list-style-type: none">• obtain and assess all elements of the prevailing and forecast weather conditions including latest snow information• obtain and assess all aeronautical information and NOTAMS• complete an appropriate flight navigation log• determine that the aeroplane is correctly fuelled for the flight• complete mass and balance schedule• check aeroplane serviceability record and technical log• perform all elements of the aeroplane pre-flight inspections as detailed• confirm that the aeroplane is in a serviceable and safe condition for flight• check and complete all necessary documentation
1.3	Pre-start checks, external/internal	<ul style="list-style-type: none">• complete all recommended taxiing checks and procedures• follow ATC instructions if applicable• complete all departure checks and drills including engine operation• use the correct take off technique using the recommended speeds for rotation/lift-off and initial climb• execute a safe departure in accordance with published routes, clearance if applicable and with due regard for other air traffic• ensure a safe climb and departure adjusting power and aeroplane configuration (with skis) appropriate• complete all necessary after take-off checks• use charts or other published information as required• use correct lookout techniques• observe the Rules of the Air and ATC Regulations• follow any noise routing or departure procedures and ATC instructions if applicable• complete all necessary climb checks
1.4	ATC compliance and R/T procedures	<ul style="list-style-type: none">• demonstrate standard R/T procedures and phraseology• demonstrate compliance with ATC instructions



Module 6 - Mountain Rating

Section 2 - Airwork		
2.1	Flight techniques in the valleys	<ul style="list-style-type: none">• <i>use of the correct technique to fly in mountains</i>• <i>consideration of the wind</i>
2.2	Flight over mountain passes and ridges	<ul style="list-style-type: none">• <i>demonstrate control of heading, altitude and airspeed while pass over mountain passes and ridges</i>• <i>consideration of the wind</i>• <i>maintain lookout throughout</i>
2.3	U-turn in narrow valleys	<ul style="list-style-type: none">• <i>demonstrate the correct lookout technique before, during and after turns</i>• <i>use correct techniques for such manoeuvres</i>• <i>establish and maintain throughout the turn the nominated altitude/ level and speed</i>• <i>consideration of the wind</i>

**Module 6 - Mountain Rating**

Section 3 - En-route Procedures		
3.1	Flight plan, dead reckoning and map reading	<ul style="list-style-type: none">• <i>control aeroplane using visual attitude flying techniques</i>• <i>complete all necessary checks and drills</i>• <i>configure airframe and engine for cruise/endurance performance in accordance with the AFM</i>• <i>display sound airmanship and cockpit management</i>• <i>complete all elements of VFR planning under consideration of weather, wind and visibility</i>
3.2	Orientation	<ul style="list-style-type: none">• <i>identify position visually by reference to ground features and map</i>• <i>use of topographic maps of the relevant regions</i>
3.3	Flight management (flight log, routine checks, including fuel, systems and icing)	<ul style="list-style-type: none">• <i>control aeroplane using visual attitude flying techniques</i>• <i>maintain the heading height and speed as planned or advised to the examiner within the prescribed limits</i>• <i>use an appropriate technique of instrument scanning and cross check to maintain flight within prescribed limits</i>• <i>make regular checks for carburettor icing</i>
3.4	Altimeter setting, ATC-liasion-compliance, R/T-procedures	<ul style="list-style-type: none">• <i>set and cross check altimeters to QNH</i>• <i>calculate heading and fuel required during any unscheduled diversion</i>• <i>calculate safety altitude for track to new destination/site</i>• <i>maintain the heading, altitude and speed taking into account the terrain</i>• <i>maintain R/T communication using correct phraseology throughout as used for mountain sites and/or glaciers</i>• <i>comply with ATC clearances and instructions when applicable</i>

**Module 6 - Mountain Rating**

Section 4a - Arrival at mountain landing site/glacier		
4.1	Observation of obstacles on the ground	<ul style="list-style-type: none">• carry out appropriate checks and drills• maintain adequate lookout and collision and define obstacles, like stones, waves, impacts and clefts etc.
4.2	Evaluation of the landing site	<ul style="list-style-type: none">• consider light (sun), weather, wind conditions, landing surface and obstructions• carry out high and normal recognition of the desired landing area
4.3	Estimation of the snow nature (for check on skis only)	<ul style="list-style-type: none">• carry out low recognition of the desired landing area• final assessment of snow conditions, waves, impacts and clefts• set altimeter• define altitude for the circuit
4.4	Definition of the references for the landing	<ul style="list-style-type: none">• plan the circuit pattern and orientation with the landing area• define terrain references• wind taken into account• maintain R/T communication using correct phraseology throughout as used for mountain sites and/or glaciers
Section 4b - Landing on mountain landing site/glacier		
4.5	Approach and landing (Minimum of 6 approaches and landings required)	<ul style="list-style-type: none">• aiming point and touch down area defined• before entry in the circuit pattern complete all other necessary checks and drills• required approach configuration changes are carried out• check down position of the skis if applicable• maintain awareness of other traffic through R/T and lookout• adjust circuit pattern/speed to maintain spacing with other traffic in the pattern• adjusting speed and rate of descent to maintain a stabilised approach• aiming point and touch down area verified• plan descent to achieve a safe approach to chosen landing area such that a safe landing would be assured• execute a timely decision to discontinue the approach either when instructed or as considered necessary• achieve the selected touchdown area at the recommended speed• adjust the flare to achieve a safe landing• maintain directional control after touchdown
4.6	Parking/securing of the aircraft	<ul style="list-style-type: none">• choose a suitable position of the aircraft with due regard for landing surface, surroundings, inclination of the site and wind• securing the aircraft with suitable tools
4.7	ATC liaison - Compliance - R/T procedures	<ul style="list-style-type: none">• maintain R/T communication using correct phraseology throughout as used for mountain sites and/or glaciers

**Module 6 - Mountain Rating****Section 5 - Take-off from mountain landing site/glacier**

5.1	Safety checks before take-off	<ul style="list-style-type: none">• <i>complete all necessary checks and drills</i>
5.2	Control of runway axis during take-off	<ul style="list-style-type: none">• <i>apply appropriate power and control aeroplane attitude to initiate a safe climb maintaining heading</i>
5.3	Choice and use of visual references for the take-off axis	<ul style="list-style-type: none">• <i>defined terrain points considered</i>• <i>complete all necessary checks and drills</i>
5.4	ATC liaison - Compliance - R/T procedures	<ul style="list-style-type: none">• <i>maintain R/T communication using correct phraseology throughout as used for mountain sites and/or glaciers</i>

Section 6 – Abnormal & emergency procedures

6.1	Simulated power loss during mountain take-off and departure	<ul style="list-style-type: none">• <i>maintain control of aeroplane direction and speed following simulated engine failure</i>• <i>complete checks and drills</i>
6.2	Simulated power loss during mountain approach and landing	<ul style="list-style-type: none">• <i>maintain control of aeroplane direction and speed following simulated engine failure</i>• <i>adjust traffic pattern with due regard to surface conditions, obstructions and other air traffic</i>• <i>complete checks and drills</i>
6.3	Simulated emergencies: Systems malfunctions Ski malfunction (for check on skis only)	<ul style="list-style-type: none">• <i>inform ATC of abnormal flight condition and any assistance required</i>• <i>comply with ATC procedures and instructions</i>• <i>demonstrate ability to operate aircraft systems as applicable</i>• <i>demonstrate knowledge of maintaining, operating, emergency handling and limitations of the aeroplane used for the flight test</i>



7. Standard of Completion

To pass the MOU Skill Test, the candidate shall demonstrate the ability to:

- (a) operate the aeroplane within its limitations;
- (b) complete all manoeuvres with smoothness and accuracy;
- (c) exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- (d) apply aeronautical knowledge;
- (e) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- (f) stay within the following limits. Those tolerances are for general guidance; the Examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

altitude:	normal flight	± 100 ft
heading:	normal flight	$\pm 10^\circ$
speed:	take-off and approach	-0/+5 knots
	all other flight regimes	± 10 knots

Compared to requirement (a) and (f), completion standards (b) to (e) don't rely on quantitative tolerance, but on qualitative one. Usage of guidance provided in subpart 8 should provide for a fact-based and consistent assessment and decision of those qualitative requirements.



8. Knowledge, Skills and Attitude Assessment Guidance

The following tables are designed to give the Examiner guidance when assessing the Knowledge, Skills and Attitudes required by the Candidate to successfully complete each section of the test. It should aid the Examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (e) and determine the result.

For each section a brief narrative of the section's objectives is provided, together with the most relevant KSAs.

Section 1 - Pre-flight Operation and Departure

- a) planning and preparation of a safe and compliant flight, including the usage of TEM
- b) safe and compliant usage of the aircraft on the ground and during the transition to flight

Knowledge

- applicable regulations (rules of the air, operational, licensing)
- weather information interpretation and understanding
- Notams interpretation and understanding
- aircraft flight manual structure, relevant information usage
- aeronautical charts interpretation and usage
- radio communication procedures and standard phraseology

Skill

- flight preparation information retrieval
- searching in official reference documents (e.g. AFM, AIP)
- standard SOP and checklist usage
- smooth aircraft handling
- communicate clearly and assertively

Attitude

- looking for information and assess them critically
- safety-minded rather than mission-minded
- takes effective decisions
- assertive when in doubt
- aware of his limited experience and abilities



Module 6 - Mountain Rating

Section 2 - General Airwork

safe and smooth aircraft operation throughout the certified flight envelope, awareness of the envelope limits and how to return to a safe flight, should an excursion occur

Knowledge	<ul style="list-style-type: none">• aircraft pitch-power-configuration values• recovery procedures from an unusual aircraft state (stall, approach to stall, spiral dive)• spin prevention and spin recovery procedure• causes of load-factor increase and effect on stall speed• critical airspeeds (e.g. V_s, V_{ne}, V_{no}, V_a) and respective ASI markings
Skill	<ul style="list-style-type: none">• establish stabilised flight path in trim, with the required power, airspeed, or vertical speed, as required• smooth, precise, and coordinated aircraft handling• smooth flight path changes, following the established SOPs• correct and systematic application of recovery drills
Attitude	<ul style="list-style-type: none">• acquire and update his knowledge about his position and potential threats (e.g. traffic, terrain, flight path) and consider their future evolution• set priorities (Fly, Navigate, Communicate, Manage)• assertive, seek clarification of doubts and misunderstandings before acting

Section 3 - En-route Procedures

navigating safely and effectively in compliance with the regulation; monitoring the flight and maintaining an awareness of the changing environment; implementing adequate solutions as necessary

Knowledge	<ul style="list-style-type: none">• navigation charts legend and charts interpretation• operational flight plan usage• onboard navigation and communication equipment use and limitation• applicable regulation (airspace class, weather minima)• radiotelephony requirements, procedures, and applicable standard phraseology
Skill	<ul style="list-style-type: none">• chart and ground reading (reconciliation of ground features and chart information)• proficient usage of onboard navigation and communication equipment• smooth tracking of the required ground track while maintaining altitude• communicate clearly, assertively, and in due time• flight replanning and diversion implementation• ability to fly basic manoeuvres
Attitude	<ul style="list-style-type: none">• aware of the current situation and its possible evolution, and proactively generating options• set priorities (Fly, Navigate, Communicate, Manage) and manage workload• takes effective decisions, displaying leadership• considerate about other traffics and the potential threat



Module 6 - Mountain Rating

Section 4a and 4b - Approach and Landing Procedures

safe arrival and entry into a mountain area in compliance with the regulation; structured pattern and stable approach leading to a safe landing; discontinuation of the approach or landing

Knowledge	<ul style="list-style-type: none">• procedures and standard pattern for mountain, briefing structure and purpose• applicable landing techniques with different winds• applicable take-off techniques with different winds• radiotelephony requirements, procedures, and applicable standard phraseology• post-flight actions (e.g. post-flight inspection, logbook entry, flight plan closing, occurrence reporting)
Skill	<ul style="list-style-type: none">• systematic configuration changes, operated within the applicable limitations• precise and stable approach path• positive touch down within the designated touch down zone, at the correct speed• timely decision to abort the approach or landing• safe engine-out approach and landing
Attitude	<ul style="list-style-type: none">• awareness of the other traffics, their intentions, and the resulting impact• mindful about the environment and its impact (e.g. wind, sun, light, condition of the landing area)• considerate for other traffics• assertive radiotelephony communication

Section 5 - Take-off from mountain landing site/glacier

spotting, assessing, and addressing emergencies or abnormals using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• emergency drills memory items• cautionary landing methodology• standard phraseology for emergency and abnormal situation• transponder codes for emergency or com-loss situations• priority setting tools (e.g. PPAA or FNCM)
Skill	<ul style="list-style-type: none">• instrument scanning for advanced information of an impending issue• timely execution of emergency drills memory items• proper use of the applicable checklist• ability to deal with a system failure according to the AFM• situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• information gathering and problem solving• informed decision making• awareness of time or height availability and exhaustion• informed decision making and effective implementation• set priorities (Fly, Navigate, Communicate, Manage)



Module 6 - Mountain Rating

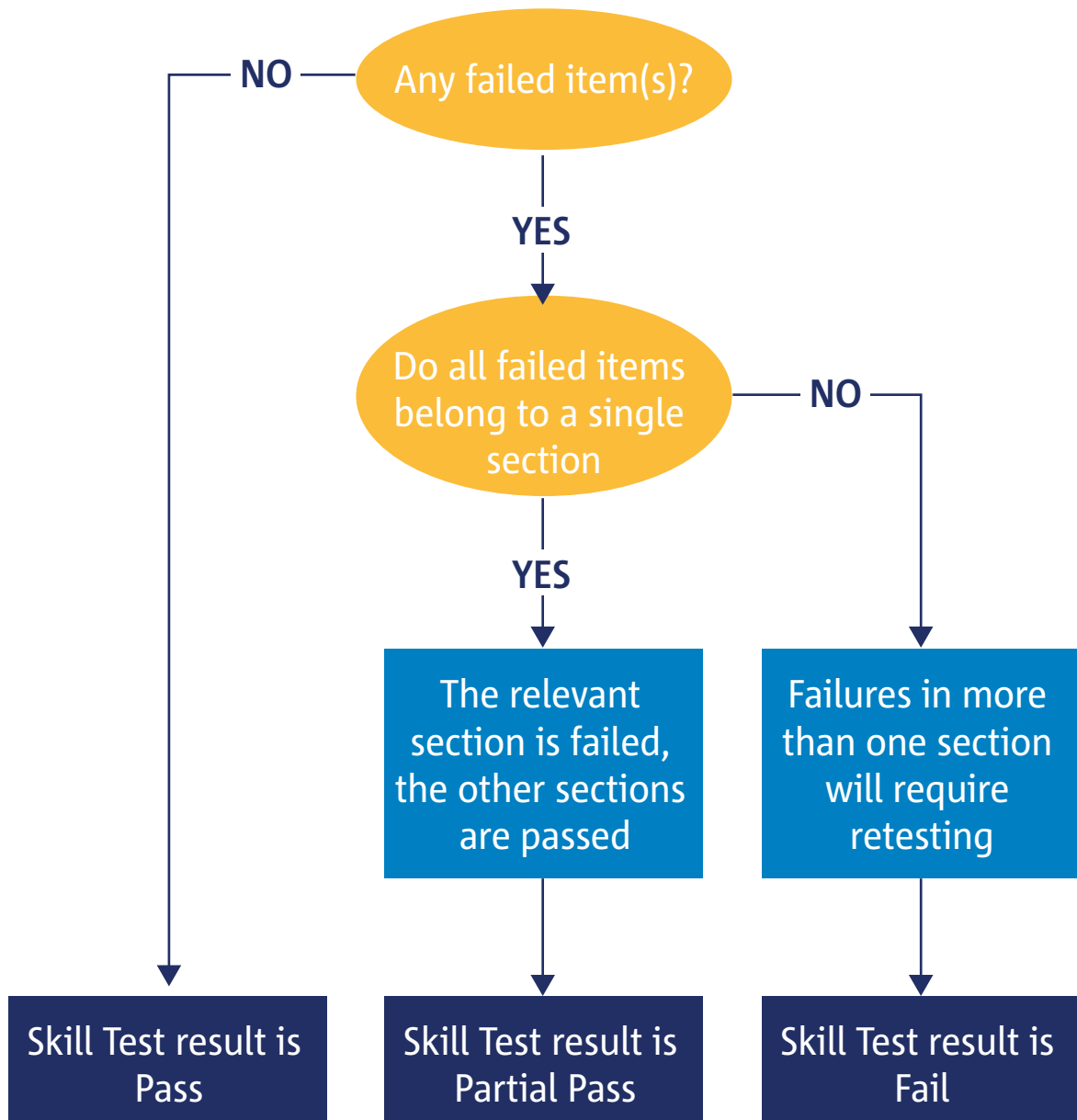
Section 6 - Abnormal and Emergency Procedures

spotting, assessing, and addressing emergencies or abnormal situations using the appropriate procedures, maintaining a safe flight throughout; decisions to discontinue the flight to ensure safety, if necessary

Knowledge	<ul style="list-style-type: none">• emergency drills memory items• understanding of all emergency and abnormal procedures• precautionary landing methodology• standard phraseology for emergency and abnormal situation• transponder codes for emergency or com-loss situations• priority setting tools (e.g. PPAA or FNCM)
Skill	<ul style="list-style-type: none">• instrument scanning for advanced information of an impending issue• timely execution of emergency drills memory items• proper use of the applicable checklist• ability to deal with a system failure according to the AFM• situation assessment, decision and solution implementation
Attitude	<ul style="list-style-type: none">• information gathering and problem solving• informed decision making• awareness of time or height availability and exhaustion• informed decision making and effective implementation• set priorities (Fly, Navigate, Communicate, Manage)



9. Decision Making Flow Chart





10. Test Debriefing

The debriefing should begin with the examiner informing the candidate the result of the test. After that, the examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the candidate. If the test is failed, the Examiner shall inform the candidate and the training organisation regarding any training requirements. The candidate shall be explained their right of appeal, according to the procedures set by the candidate's competent authority. With the agreement of the candidate, the examiner may allow, the responsible instructor, a senior examiner or an inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, ATS flight plan, aircraft logbook
- Skill test protocol and examiner report
 - 1 signed copy to the applicant
 - 1 copy to the candidate's competent authority
 - 1 copy to the examiner's competent authority
 - 1 copy for the examiner's records
- Candidate logbook

For any failed or partially failed test, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 7.1 - AOC SFI/TRI

**Instructor SFI/TRI Assessment of Competence****V2021.1****General Applicable Framework**

Flight rules:	IFR
Operational rules:	Applicable to the training session
Crew concept:	MPA / IR(a)
Equipment:	MPA Aeroplane and/or FSTD
Applicable type or class:	All
Assessment of Competence (AoC) conducted by:	Examiner SFE/TRE with a minimum experience of 3 years in the applicable aircraft category and have undergone specific training for the assessment of competence
Possible combination with other test or check:	No



1. Introduction

Safety in Aviation relies heavily on the knowledge & operational quality of pilots

Therefore, the level of ability & pilot standard is linked to each individual pilot's professionalism and the quality of the Instruction they have received. This module compliments the standardisation requirements set out in Subpart J / Instructors of the Aircrew regulation in order to standardise an Instructor applicant for an initial, revalidation or renewal of an EASA instructor certificate.

The aim of this manual is to provide guidance to Examiners when conducting an Assessment of Competence for the SFI/TRI rating initial issue, revalidation or renewal.

This manual is also provided to give context & guidance and highlight the skill set required to be a competent Instructor. It does not intend to outline in detail how all training should be conducted.

This module should be used by the Examiner in conjunction with the appropriate FEM module for the test being conducted by the Instructor Applicant.



2. Test Administration

An Examiner with a minimum of 3 years Examiner experience and have undergone specific training or specifically tasked by the Instructor applicant's NAA may conduct the Assessment of Competence. The Instructor Applicant should provide the Examiner with advanced information regarding their chosen training session, in order to assess that the training session meets the criteria for the Assessment of Competence.

The Examiner should verify the Instructor Applicant's credentials and check documentation such as:

1. Valid ID or passport
2. Medical EASA class 1 or 2 (as applicable)
3. Applicable pilot license and associated ratings (as applicable)
4. Course completion certificate (if applicable)
5. Instructor refresher certificate (if applicable)



3. Examiner Briefing

The Examiner shall brief the following elements:

- Seek confirmation from the Instructor Candidate about the readiness and fitness to formally proceed with the Assessment of Competence (AoC).
- If there are any objections by the Instructor applicant and trainee(s) to the Examiner overseeing the training session.
- Confirm the aim and objectives for the Instructor Assessment of Competence.
- Discuss with Instructor candidate the exercises of the selected Assessment of Competence (AoC) training session and how the training objectives will be achieved.
- Examiner/Instructor applicant's PIC responsibility (if applicable).
- Examiner role in normal operations and (simulated) emergencies.
- Examiner should brief Instructor candidate, that the Examiner may sit away from trainees under training reducing pressure or perceived pressure.
- The Instructor Applicant is expected to display sound judgement, particularly when establishing any abnormal or simulated emergency exercise so that safety is never in doubt.
- Agree that on completion of the test, the Examiner and the Instructor Applicant will confer before starting the debriefing the outcome of the training session to the Trainee(s). This allows the Examiner to ensure a correct assessment is made by the Instructor candidate & Trainee(s) are given the correct assessment relating to their performance.
- Remind the Instructor Applicant that the briefing and de-briefing are to be directed to the Trainee(s). The NAA Inspector or (Senior) Examiner will emphasise that they will take no part in the conduct of the detail.
- Ask the Instructor Applicant if they have any questions and confirm that they have been adequately briefed.
- Examiner should orientate and position themselves, in order not to allow trainee(s) to bypass the candidate Instructor and dilute or influence the Assessment of Competence outcome.



4. Instructor Applicant Simulator/ Flight Briefing

The Instructor Applicant should be allowed to brief the Trainee(s) uninterrupted following the guidance in the appropriate FEM test module. Trainee(s) must have a clear start and finish in any training event, a good briefing is therefore a key element. The trainee(s) must be aware what the Candidate Instructor wants them to learn, this will allow an accurate assessment to determine if the training has been successful.

The briefing should include at least the following elements:

- The Instructor Candidate must accomplish a short introduction creating a calm and professional training environment;
- A health and safety briefing in the briefing room and Aircraft or Simulator;
- Asking if there are any questions trainee(s) may have from previous sessions needing clarity;
- Aims and objectives of the training session;
- Training exercises and exercise objectives to be met;
- The Instructor candidate must communicate the criteria of any particular training scenario clearly to the trainee(s);
- Student experience level should be considered what knowledge and skills should already be expected in place for the stage of training;
- The Instructor candidate must consider what is the most appropriate method of training;
- Instructor candidate may review previous training forms/records to assess the area's of development;
- Where possible training aids should be used to augment verbal instructions and maximise long term memory retention;
- At the conclusion of the briefing review the objectives and cover the main points of the briefing. Use a questioning technique appropriately to evaluate knowledge and understanding;
- Allow time for the conclusion and student downtime prior to the beginning of the training exercise;
- Instructor candidate should promote an instinctive use of CRM philosophy by the trainee(s), this should be intergraded and interwoven throughout the training;
- Development of Threat and Error (TEM) philosophy and Airmanship should be taught and promoted to enhance safety culture;
- Instructor candidate must focus on displayed handling characteristics of all handling exercises and demonstrate the ability to transfer Instructor experience effectively to trainees;
- The Instructor candidate should develop monitoring skills and knowledge and promote active monitoring skills by the Pilot Monitoring (PM);
- Freedom for the Trainee to ask questions;



5. Instruction in the FSTD/Flight

- The Examiner should be satisfied that the Instructor applicant demonstrates adequate knowledge and skills associated with the function of an instructor in the FSTD or flight;
- The Instructor applicant should demonstrate correct judgement and instructional technique allowing students to practice using an appropriate blend of direct instruction in the FSTD or flight and allowing practice by using trial and error;
- Instructor patten demonstration should allow trainee(s) to gain additional knowledge via an appropriate patten technique, whereby trainee(s) gain knowledge from imitation;
- Instructor applicant should deliver constructive developmental feedback which will help to reduce or eliminate errors;
- Time management and pace of exercises is appropriate and avoids tendency of rushing;
- Instructor candidate should be capable of recognising student errors;
- Instructor candidate should establish the root cause of errors and prioritise major errors first and minor errors secondly;
- Instructor candidate should at all times keep the training environment positive;
- Instructor candidate must not deliver negative training or negative transfer of training to trainee(s);
- Instructor candidate must be capable to deliver appropriate and timely instruction in a manner that does not increase workload, diminish capacity or confuse trainee(s);
- Instructor candidate should demonstrate the ability to observe, record, classify, evaluate and train to competence with intelligent use of repeats and sequencing;
- Instructor candidate must be aware of student fatigue and related consequences on training performance. Mental capacity may be reduced, the ability to handle stressful situations, multi-tasking and training performance may be impeded;
- Instructor candidate should effectively collate notes of the trainee(s) performance during training events;
- Instructor candidate should not over-prompt trainee(s) and establish a balance of support for all trainee(s);



6. Assessment of Competence

The following tables are designed to give the Examiner guidance when assessing the competency of the Instructor Applicant during the Assessment of Competence (AoC). The assessment items are stated in the left column. Expanded guidance and additional explanations are provided in the right column. This will aid the Examiner when debriefing the Instructor Applicants performance and analysing each section of the test in relation to specific competencies required for a successful outcome.

Section 1 - PRE-FLIGHT Briefing		
1.1	the objectives of the training session	
1.2	roles of Instructor candidate	<ul style="list-style-type: none">• <i>The Instructor Applicant provides a logical structure with relevant training aims & objectives, set for the trainee(s) level of knowledge/ progress to enable understanding for the training session.</i>
1.3	Climate conducive to learning	<ul style="list-style-type: none">• <i>Defines clearly what is expected of trainee(s), roles and expectations are well established.</i>• <i>Invites questions.</i>• <i>Generates a positive and constructive atmosphere to learning.</i>
1.4	preparation and planning	<ul style="list-style-type: none">• <i>Well prepared with briefing adapted to meet trainee needs.</i>• <i>Briefing materials or other visual mediums are well used to enhance the briefing.</i>
1.5	Presentation technique	<ul style="list-style-type: none">• <i>All briefing items comprehensively and constructively delivered.</i>• <i>Trainee level of knowledge and understanding ascertained.</i>• <i>Answers questions from the trainee(s) and provides references to books where applicable.</i>
1.6	Instructional technique	<ul style="list-style-type: none">• <i>Generates a high level of engagement and positive interaction with trainees.</i>• <i>Integrates CRM & TEM knowledge and understanding of a proactive and defensive philosophy, developing airmanship and situational awareness.</i>
1.7	Integration & development of airmanship, CRM and TEM	<ul style="list-style-type: none">• <i>Develop crew synergy and how they interact, function together as crew.</i>• <i>Strive to impart highest level of knowledge, to give trainee(s) on what, where and how to develop knowledge.</i>
1.8	Interaction with trainees	<ul style="list-style-type: none">• <i>Instructor candidate has required level of training oversight.</i>
1.9	Ability to correctly observe, record and evaluate	



Module 7.1 - AOC SFI/TRI

Section 2 - Conduct of Training session

2.1	The need to give the 'trainee' precise instructions	<ul style="list-style-type: none">• <i>The Instructor Applicant should maintain the necessary free flow of communication with the trainee(s).</i>• <i>Comprehensively observes the Trainee(s) conduct and performance.</i>
2.2	Responsibility for safe conduct of the flight/simulator session	<ul style="list-style-type: none">• <i>Conducts a flight/simulator safety briefing, maintaining situational awareness and intervention to maintain safety.</i>• <i>Standard and realistic use of R/T demonstrated by Instructor applicant, developing correct phraseology and use of radio procedures.</i>
2.3	Intervention by instructor, when necessary	<ul style="list-style-type: none">• <i>Correct identification of errors with the use of root cause analysis</i>• <i>Skilled use of repeats for maximum training value and building confidence of the trainee.</i>• <i>Timely correction of errors with correct decision whether to review, repeat or defer exercise.</i>
2.4	Correct use of Radio Telephony (RT)	<ul style="list-style-type: none">• <i>Integration of standard operating procedures (SOP's) appropriate for the stage of training, developing capacity and promote crew synergy.</i>• <i>Develop pro-active Pilot Monitoring (PM) skills.</i>
2.5	Correction of errors and techniques	<ul style="list-style-type: none">• <i>FSTD realistic training environment created, promoting the development of crew awareness.</i>• <i>FSTD IOS operation that allows smooth transition between exercises and where possible, keeping a realistic line orientated training environment.</i>
2.6	Application of standard operating procedures (SOP's)	<ul style="list-style-type: none">• <i>FSTD intelligent use of flight or position freeze, holding fix and repositioning to efficiently maximise time available.</i>• <i>Demonstrates the ability to promptly recognise any unwanted and unplanned events and mitigate training impact.</i>
2.7	Simulator handling and Instructor operating Station (IOS) management	<ul style="list-style-type: none">• <i>Demonstrates best possible practise, avoiding the development of an unsafe situation.</i>• <i>Create a realistic ATC environment and promote correct ATC phraseology. Realistic ATC communication and vectoring.</i>• <i>Allows trainee(s) to develop their own crew decision making and situational awareness.</i>
2.8	handling of simulator/ aircraft deficiencies/ problems	<ul style="list-style-type: none">• <i>Role play realistically of other agents and realistic response to crew actions.</i>• <i>Flexible sequence management of tasks to maximise the training outcome.</i>
2.9	positioning and use of airspace	<ul style="list-style-type: none">• <i>Avoids time pressure, leading to negative training.</i>• <i>Promote the Aviate, Navigate and Communicate (ANC) philosophy.</i>• <i>Promote & develop an instinctive use of Threat and Error (TEM) philosophy throughout all stages of operation.</i>
2.10	interaction with trainees	<ul style="list-style-type: none">• <i>Develop CRM skills that promote crew synergy and negate a steep cockpit gradient.</i>



Module 7.1 - AOC SFI/TRI

2.11	time management and pace to achieve training objectives	<ul style="list-style-type: none">• Demonstrates an exemplary knowledge of aircraft systems, procedures and background knowledge.• Familiar with available reference material and locates information easily.
2.12	integrate threat and error management and crew resource management	<ul style="list-style-type: none">• Ability to adapt training technique or style to maximise training effectiveness.• Facilitates learning using a motivating, patient and confident manner.• Encouraging mutual support, developing leadership and teamwork.
2.13	technical and procedural accuracy	<ul style="list-style-type: none">• Communicates relevant knowledge clearly and effectively.• Effectively executes pattern demonstration exercises and one on one coaching.• Remains calm, professional and consistent at all times.
2.14	instructional technique	<ul style="list-style-type: none">• Appropriate intervention techniques used to explain, highlight or facilitate understanding and safeguard safety.• Takes clear, accurate and effective notes during exercises.• Compiles contemporaneous notes as required.
2.15	intervention techniques	<ul style="list-style-type: none">• Related applicable appendix A -AMC1-FCL .920 items
2.16	keeping factual and unobtrusive notes	
2.17	additional demonstration exercises related to the applicable instructor certificate	



Section 3 - Trainee Assessment

3.1	questioning and interaction with trainee(s)	<ul style="list-style-type: none">• <i>The Instructor applicant questioning should refer to the training objectives given in the relevant training session.</i>• <i>Fully at ease with assessing the required minimum performance for the training session and identifying performance to the trainee(s).</i>• <i>Grading closely agrees with observed performance.</i>• <i>Clear evidence gathered to support the trainee's assessment.</i>• <i>Identifies in-depth root causes of observed trainee performance.</i>
3.2	trainee assessment/grading	<ul style="list-style-type: none">• <i>Assesses overall trainee performance including any non-technical performance to upskill the trainee(s) standard.</i>• <i>Consistently identifies good as well as poor trainee performance.</i>• <i>Comprehensive knowledge of company behavioural markers displayed when making an assessment. (if applicable)</i>



Section 4 - FSTD/FLIGHT Debriefing

4.1	Presentation and discussion of observations	<ul style="list-style-type: none">• <i>The Instructor applicant should demonstrate the ability to conduct a fair, unbiased debriefing of the trainee's performance based on identifiable factual items.</i>
4.2	Progress review	<ul style="list-style-type: none">• <i>Assesses and encourages trainee self-assessment, provides clear and constructive feedback.</i>• <i>Compares individual outcomes/performance in relation to the defined objectives.</i>• <i>Capable of identifying individual differences in learning rates.</i>
4.3	Training evaluation	<ul style="list-style-type: none">• <i>Ability to apply corrective action/advice to trainee(s), when required.</i>• <i>Integrates non-technical (NONTECHS) and behavioural markers into all aspects of the observed progress.</i>• <i>Checks for understanding and summarises learning points of the exercises covered.</i>
4.4	Structuring and time planning	<ul style="list-style-type: none">• <i>Maintains awareness of the trainee's welfare. Ability to highlight good training performance.</i>• <i>Clear understanding of root causes in case of underperformance or lack of progress.</i>
4.5	Reporting outcome	<ul style="list-style-type: none">• <i>Proficient level of facilitation, always moving the de-brief in the required direction to improve trainee(s) competencies.</i>• <i>Capable of making a challenging training session a positive experience by adding value in the session and debriefing.</i>
4.6	Presentation technique	<ul style="list-style-type: none">• <i>Augment verbal instruction by the use of applicable training aids to enhance understanding and long-term memory retention.</i>• <i>Instructor applicant avoids a chronological debriefing order.</i>• <i>Demonstrates ability to clearly and concisely show the root cause of training events.</i>
4.7	Clarity of Explanation	<ul style="list-style-type: none">• <i>Integrates TEM and CRM throughout the debriefing, developing airmanship.</i>• <i>Instructor applicant creates an environment that allows a free flow of questioning.</i>
4.8	Student participation	<ul style="list-style-type: none">• <i>Encourage self-assessment and self-evaluation developing trainees own critical awareness. Maintain balance as trainee(s) may be over self-critical.</i>



Section 5 - Recording of Documentation

5.1	Training form	<ul style="list-style-type: none">• <i>The Instructor applicant demonstrates the ability to complete the relevant records correctly.</i>
5.2	Trainee file/folder	<ul style="list-style-type: none">• <i>Demonstrates adherence and completion of all exercises as directed by the training syllabus.</i>• <i>Main points summarised and accurate description of the facts.</i>• <i>Reporting is objective, well described and comprehensive.</i>
5.3	notification of any repeated or deferred items	<ul style="list-style-type: none">• <i>Demonstrates adherence and completion of all exercises as directed by the trainee syllabus.</i>

Section 6 – Demonstration of Theoretical Knowledge

6.1	The Instructor Applicant should demonstrate to the Examiner a satisfactory knowledge with the function of SFI/TRI	<ul style="list-style-type: none">• <i>Displays a good background level of theoretical knowledge.</i>• <i>Good knowledge of procedures and phraseology.</i>• <i>Able to practically apply knowledge to benefit trainee.</i>• <i>Familiar with available reference material and locates information easily.</i>
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7. Standard of Completion

Please refer to the General section 3.0 for the applicable FEM test module for the training session being conducted by the Candidate.

8. Competence Assessment Guidance

All instructors shall be trained to achieve the following competences:

- Prepare resources,
- Create a climate conducive to learning,
- Present knowledge,
- Integrate Threat and Error Management (TEM) and crew resource management,
- Manage time to achieve training objectives,
- Facilitate learning,
- Assess trainee performance,
- Monitor and review progress,
- Evaluate training sessions,
- Report outcome.

9. Decision Making Flow Chart

N/A



10. Training session Examiner Assessment of Competence (AoC) debriefing

The Instructor candidate must conduct a session de-briefing having the capacity to move between facilitator and Instruction technique, as facilitation is the key skill for the Instructor.

When facilitation is used correctly, this should be the catalyst to trigger trainee(s) self-analysis with constructive developmental Instructor feedback.

The Examiner should discuss the performance assessment with the Instructor Applicant before the trainee(s) is/ are debriefed and informed of the progress. Focus should be on main key points ie. What went well and what needs reviewing.

Instructor candidate should create a training form/record with due diligence that;

1. Support trainee(s) honest, factual and constructive needs and performance.
2. Subsequent instructor and training management can use and identify what occurred and why.
3. Can be used as a permanent training record for Regulatory and Training Organisation requirements.

The examiner will discuss the overall performance assessment with the instructor candidate.

If the examiner agrees with the Instructor candidate assessment, the Instructor candidate should proceed with the de-briefing.

If the Instructor candidate assessment is different from that of the Examiner, the grading and trainee performance should be discussed.

When the Examiner is satisfied that all training objectives have been achieved and correctly graded, the Instructor Applicant should carry out the de-briefing as per the applicable FEM module and if all other aspects of the assessment are satisfactory the Assessment of Competence may be assessed as a 'Pass'.

If the Examiner is not satisfied that the Instructor Applicant has demonstrated the required standard in the conduct of the training session or failed to achieve the training objective(s), the Examiner should de-brief the Candidate and complete the paperwork.



11. Completion of all applicable records

All relevant NAA records must be completed.

For a failed Assessment of Competence, the justification for failure must be printed on the examiner report. The ground for failure must be clear and based on factual evidence. Any retraining recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 7.4 - AOC FI/ARI/CRI SP(A)

**FI/CRI/IRI(A) Assessment of Competence AoCf****V2021.1****General Applicable Framework**

Flight rules:	VFR/IFR as applicable
Operational rules:	Part-NCO
Crew concept:	SPO
Equipment:	Aeroplane
Applicable type or class:	TMG, SEP, MEP
Required examiner certificate:	FIE(A)
Possible combination with another test, check or AoC:	No



1. Introduction

The basic privileges of FIs/CRIs/IRIs are to conduct flight instruction for the issue, revalidation or renewal of LAPL and PPL licences, CPL licences, IR, class ratings for single-pilot aeroplanes, except for single-pilot high-performance complex and the night rating, provided that the FI/CRI/IRI holds the corresponding extension, as applicable.



2. Assessment Administration

The oral theoretical knowledge examination part of the assessment of competence, is subdivided into a test lecture of max. 45 minutes and an oral test for knowledge of items of section 1 and the 'core instructor competencies: teaching and learning' content given in the instructor course.

The examiner should provide the candidate with advance information regarding the topic of the assessment to afford the candidate with sufficient time to prepare the test lecture and the respective flight exercise.

During the assessment of competence, the applicant occupies the seat normally occupied by the instructor. The examiner functions as the 'student'. The applicant is required to explain the relevant exercises and to demonstrate their conduct to the 'student'. Thereafter, the 'student' executes the same manoeuvres. The applicant is expected to correct mistakes orally or, if necessary, by intervening physically.

The assessment of competence should also include additional demonstration exercises, as decided by the examiner and agreed upon with the applicant before the assessment. These additional exercises should be related to the training requirements for the applicable instructor certificate.

No other person, if not required for the conduct of the examination, is allowed on the aircraft.

Before proceeding with the examination, the examiner shall verify that the prerequisites are met. The following documents shall be verified for completion, validity and correctness, and be ready for the assessment:

- Valid ID or passport;
- Licence at least PPL;
- Valid CR/IR, as applicable;
- Medical certificate class 1 or 2;
- Certificate of the successfully attended teaching and learning course if applicable;
- Course completion certificate from the ATO;
- Aircraft documents;
- Insurance of aircraft covering check flights;
- Specific equipment for the flight part.

Once satisfied that the requirements are met and conditions fulfilled, the examiner should seek confirmation that the candidate is fit and ready for the assessment of competence. If so, the examiner formally starts the assessment; it is a good practice to take this opportunity to show the examiner credentials.



3. Examiner Briefing

The examiner must brief the following elements:

- Seek confirmation from the candidate about his readiness and fitness to formally proceed with the assessment;
- Applicable weather minimum (e.g. Part-NCO, NAA, ATO);
- Examiner has PIC responsibility; the candidate acts autonomously as if he was the instructor;
- Handling of RTF by the candidate during specific parts of the assessment;
- Examiner role-play in normal operations and simulated emergencies;
- Engine failure-simulation (minimum safety height, handling of engine-controls);
- Handling of possible contingencies (technical, weather, ATC);
- Handling of actual emergencies (e.g. EF-procedures, change of aircraft control);
- Pass / fail criteria, repeat items option, and assessment termination rules.

When covering pass/fail criteria the examiner should cover general completion standards, including decision-making and airmanship. Some assessment items may require specific emphasis for the applicant to understand what is required. These completion standards should be agreed by the applicant and the examiner should consider actual flight conditions when briefing them. Items which could require special emphasis could be:

- Take-off performance; selection of take-off abortion point
- Landing performance; selection of touchdown point and acceptable tolerances for the different types of landings
- Crosswind take-off and landing; expectation on handling and precision
- Navigation accuracy
- Simulated emergencies; expectation on handling, checklist use and what and how to simulate.

In covering the completion standards the examiner should also review how the applicant has been trained by the ATO as procedures and flight techniques might differ between organisations. This is especially important for manoeuvres such as: unusual attitudes, stalls and engine-out procedures, etc.



4. Program of the Assessment of Competence AoC

The Assessment of Competence must include all applicable items laid down in the assessment form.

The topic of the AoC is to be provided by the examiner at least 2 days prior the assessment.

General procedure:

- a. Test lecture;
- b. Theoretical knowledge oral test;
- c. Assessment from cockpit instructor seat; and
- d. Instruction flight.

a. Test lecture

The candidate acting as instructor teaches a test lecture to one or more 'flight students' not longer than 45 minutes. The topic for this test lecture is selected by the examiner from the corresponding AMC and Guidance Material to Part FCL.

The test lecture must be given to someone who is available as a 'student'. Pilots and current students can serve for this purpose.

The examiner should not be used as only 'student pilot'.

b. Theoretical knowledge oral test

Oral test may take place between the test lecture and the pre-flight briefing. The oral examination includes questions on the topics according to Section 1 and must be of such form and number that an objective assessment can be carried out.

c. Assessment from cockpit instructor seat

This flight includes normal operation, RTF competence included, and comprises: operational flight briefing, outside and cockpit check, engine start-up procedure, taxi, pre take-off check, NAV-setting, line up and take-off, climb, departure route, enroute navigation, air works, descent procedures, arrival route, full stop landing.

d. Instruction flight

The instruction flight includes the following elements:

1. Operational briefing (pilots briefing for the flight);
2. Instructor briefing with reference to the air exercise according the given theme for the test lecture;
3. Instruction flight and/or handling of given malfunctions; and
4. Instructor debriefing.



Module 7.4 - AOC FI/ARI/CRI SP(A)

Weather minima

The weather conditions for flights must allow the safe conduct of the planned training flight and is to be carried out in accordance with the corresponding Organisations Manual OM of the respective ATO.

The actual 'students' level must be taken into account.



5. Assessment Items

The use of checklist, airmanship, control of aeroplane by external visual reference, anti-icing/de-icing procedures, etc., apply in all sections.

The mandated assessment items are stated in the left column. Expanded guidance and additional explanations are provided in the right column.

Section 1 - Theoretical knowledge oral		
1.1	Air law	See "b. Theoretical knowledge oral test"
1.2	Aircraft general knowledge	
1.3	Flight performance and planning	
1.4	Human performance and limitations	
1.5	Meteorology	
1.6	Navigation	
1.7	Operational procedures	
1.8	Principles of flight	
1.9	Training administration	



Section 2 - Pre-flight briefing (Test lecture)

2.1	Visual presentation	<p><i>Competences acc. AMC1 FCL.920:</i></p> <ul style="list-style-type: none">• <i>Prepare resources</i>• <i>Create a climate</i>• <i>conducive to learning</i>• <i>Present knowledge</i>• <i>Manage time to achieve training objectives</i>• <i>Facilitate learning</i>• <i>Assesses trainee</i>• <i>Performance</i>• <i>Monitor and review progress</i>• <i>Evaluate training sessions</i>
2.2	Technical accuracy	
2.3	Clarity of explanation	
2.4	Clarity of speech	
2.5	Instructional technique	
2.6	Use of models and aids	
2.7	Student participation	



Module 7.4 - AOC FI/ARI/CRI SP(A)

Section 3 - Instruction flight		
3.1	Arrangement of demo	<p><i>Competences acc. AMC1 FCL.920:</i></p> <ul style="list-style-type: none">• <i>Prepare resources</i>• <i>Create a climate conducive to learning</i>• <i>Present knowledge</i>• <i>Integrate TEM and CRM</i>• <i>Manage time to achieve training objectives</i>• <i>Facilitate learning</i>• <i>Assesses trainee performance</i>• <i>Monitor and review progress</i>• <i>Evaluate training sessions</i>
3.2	Synchronisation of speech with demo	
3.3	Correction of faults	
3.4	Aircraft handling	
3.5	Instructional technique	
3.6	General airmanship and safety	
3.7	Positioning and use of airspace	

**Section 4 (if applicable) - Right hand seat qualification or other exercises**

4.1	Pre-flight	<ul style="list-style-type: none">• check all documents required for this flight are correct• obtain and assess all elements of the prevailing and forecast weather conditions• obtain and assess all aeronautical information and NOTAMS• complete an appropriate flight navigation log and chart• determine that the aeroplane is correctly fuelled for the flight
4.2	Departure	<ul style="list-style-type: none">• demonstrate control of heading and airspeed by visual attitudes while maintaining a correct lookout technique• demonstrate correct use of trim• maintain directional control and balance throughout• trim for nominated speed including best Rate of Climb speed (Vy)• complete all necessary climb checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout
4.3	Enroute	<ul style="list-style-type: none">• return aircraft to straight and level flight in cruise configuration at nominated level/ altitude• complete all necessary drills and checks• turn onto given headings maintaining balance and speed and bank angle• maintain lookout throughout• complete all necessary drills and checks
4.4	Air works	<ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude/level and speed• co-ordinate the entry to turns to achieve 30° bank• co-ordinate the recovery from turns to straight and level flight on the specified heading or as appropriate without loss/gain of height• select and stabilise the aeroplane at a nominated low airspeed above the stall speed whilst maintaining balance, trim and lookout. Maintain specified altitude/level, heading and speed as specified by the examiner• maintain safe bank angles, speed, and altitude during turning and complete turns onto specified headings <p>Steep Turn:</p> <ul style="list-style-type: none">• demonstrate the correct lookout technique before, during and after turns• establish and maintain throughout the turn the nominated altitude/level and speed• co-ordinate the entry to steep turns to achieve at least 45° bank and maintain the turn through at least 360 degrees• co-ordinate the recovery from turns to straight and level flight as directed by the Examiner without loss/gain of height



Module 7.4 - AOC FI/ARI/CRI SP(A)

4.5	Approach	<ul style="list-style-type: none">• <i>complete all necessary descent checks</i>• <i>maintain lookout throughout</i>• <i>complete all necessary drills and checks</i>
4.6	Landings	<ul style="list-style-type: none">• <i>landing within 150 m after defined touch down point</i>
4.7	General	<p><i>During this section, the candidate's ability to control the aircraft appropriately in the event of a change of control will be assessed.</i></p>



Section 5 (if applicable) – ME Exercises

5.1	Actions following an engine failure shortly after take-off	<ul style="list-style-type: none">• maintain control of aeroplane direction and speed following simulated engine failure• identify failed engine• complete checks and drills• establish safe climb at VYSE in trim
5.2	SE approach and go-around	<ul style="list-style-type: none">• fly a visual circuit with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• make a clear decision to land/go-around at or before appropriate asymmetric committal altitude/height (ACH)• at ACH or when instructed, carry out a go-around to establish a safe climb in the recommended configuration at VYSE
5.3	SE approach and landing	<ul style="list-style-type: none">• fly a visual circuit with asymmetric power to establish a final approach• maintain a stable (trimmed) approach in the correct configuration• make a clear decision to land at or before ACH• execute a safe landing at the recommended speed/configuration in the appropriate landing area
5.4		<ul style="list-style-type: none">• maintain directional control• carry out required configuration changes (flap retraction etc)
5.5		<ul style="list-style-type: none">• inform ATC of abnormal flight condition and any assistance required• comply with ATC procedures and instructions
5.6		<ul style="list-style-type: none">• adjust traffic pattern with due regard to weather, surface conditions, obstructions and other air traffic• adjust configuration and circuit pattern with regard to aeroplane performance
5.7		<ul style="list-style-type: none">• complete necessary checks and drills



Section 6 – Post-flight de-briefing

6.1	Visual presentation	<i>Competences acc. AMC1 FCL.920:</i> <ul style="list-style-type: none">• Prepare resources• Present knowledge• Assesses trainee performance• Monitor and review progress• Evaluate training sessions• Report outcome
6.2	Technical accuracy	
6.3	Clarity of explanation	
6.4	Clarity of speech	
6.5	Instructional technique	
6.6	Use of models and aids	
6.7	Student participation	



7. Standard of Completion

To pass the assessment of competence, the candidate shall demonstrate the ability to:

- (a) provide a student with the basis for an upcoming lesson during a long briefing (text lecture).
- (b) recognise errors and is able to discuss them briefly and comprehensibly to the student
- (c) keep always control and overview during the instruction lesson
- (d) to qualify a flight lesson factually
- (e) operate the aeroplane self within its limitations;
- (f) exercise good judgment and airmanship; that is, to consistently use good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives;
- (g) apply aeronautical knowledge;
- (h) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt;
- (i) stay within the following limits. Those tolerances are for general guidance; the examiner should make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

height:	(i) normal flight	±150ft
	(ii) with simulated engine failure	± 200 ft (ME only)
heading or tracking of radio aids:	(i) normal flight	± 10°
	(ii) with simulated engine failure	± 15° (ME only)
speed:	(i) take-off and approach	+15/-5 knots
	(ii) all other flight regimes	± 15 knots



8. Competence Assessment Guidance

The relevant instructor's competences to be demonstrated, are:

- Prepare resources;
- Create a climate conducive to learning;
- Present knowledge;
- Integrate Threat and Error Management (TEM) and crew resource management;
- Manage time to achieve training objectives;
- Facilitate learning;
- Assess trainee performance;
- Monitor and review progress;
- Evaluate training sessions; and
- Report outcome.

Note: See also AMC1 FCL.920 Instructor competencies and assessment

It should enable the examiner to assess the standard of completion elements laid down in subpart 7 under (b) to (i), and determine the result.



9. Decision Making Flow Chart

N/A



10. Assessment Debriefing

The debriefing should begin with the examiner informing the candidate the result of the assessment. After that, the examiner should make use of a facilitated discussion and emphasise the relevant strengths and weaknesses demonstrated by the applicant. If the assessment is failed, the examiner should inform the candidate and the training organisation regarding any training requirements. The candidate shall be explained his right of appeal, according to the procedures set by the applicant's competent authority. With the agreement of the candidate, the examiner may allow, the responsible instructor, a Senior Examiner or an Inspector of the NAA, to take part in the debriefing.



11. Completion of all applicable records

All relevant records must be completed. Which includes, but is not limited to:

- Relevant operational documentation, ATS flight plan, aircraft logbook
- Assessment protocol and examiner report
- 1 signed copy to the applicant
- 1 copy to the applicant's competent authority
- 1 copy to the examiner's competent authority
- 1 copy for the examiner's records
- Candidate logbook

For any failed assessment, the justification for failure must be printed on the examiner report. The ground for failure must be clear and motivated; a mere indication of which item was failed is not adequate nor sufficient. Any re-training recommendation should equally be written in the examiner report.



Flight Examiner Manual

Module 8 - AOC EXAMINER

**Examiner Assessment of Competence**

V2021.1

General Applicable Framework

Flight rules:	VFR/IFR
Operational rules:	Applicable to the Candidate test
Crew concept:	Applicable to the Candidate test
Equipment:	Aeroplane or FSTD
Applicable type or class:	All
Assessment of Competence (AoC) conducted by:	Inspector or Senior Examiner specifically authorised by the Examiner Applicant's NAA

An Examiner Applicant shall demonstrate their competence to the Inspector or Senior Examiner specifically authorised by the Examiner Applicant's NAA through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought.



1. Introduction

The standards of competence of pilots depends to a great extent on the competence of Examiners. This module compliments the standardisation requirements set out in Subpart K of the Aircrew regulation in order to standardise an Examiner Applicant for an initial, revalidation or renewal of an EASA examiner certificate.

This module should be used by the Inspector or Senior Examiner in conjunction with the appropriate FEM module for the test being conducted by the Examiner Applicant.



2. Test Administration

An NAA Inspector or Senior Examiner must be specifically tasked by the Examiner Applicant's NAA to conduct the AoC. The Examiner Applicant should provide the Inspector or Senior Examiner with advance information regarding their chosen skill test or proficiency check scenario, including the route to be flown, in order to assess and agree that the planned test is compliant with the relevant Part-FCL appendix test profile.

The Inspector or Senior Examiner should verify the Examiner Applicant's credentials and check documentation such as:

1. Licence, Instructor Certificate and Medical (if applicable)
2. Standardisation course completion certificate (if applicable)



3. Inspector or Senior Examiner Briefing

The Inspector or Senior Examiner must brief the following elements to the Examiner Applicant:

- Purpose of the AoC
- Confirm and agree the contents of the test or check to be observed and how it will be achieved.
- Examiner Applicant's PIC responsibility;
- Examiner role-play in normal operations and simulated emergencies
- The Examiner Applicant is expected to display sound judgement, particularly when establishing any abnormal or simulated emergency exercise so that the safety of the flight is never placed in doubt.
- Agree that on completion of the test the Inspector or Senior Examiner and the Examiner Applicant will confer before debriefing or announcing the result of the test to the Candidate. This is to ensure a common assessment standard.
- Remind the Examiner Applicant that the briefing and de-briefing are to be directed to the Candidate. The Inspector or Senior Examiner will emphasise that they will take no part in the conduct of the detail.
- Ask the Examiner Applicant if they have any questions and confirm that they have been adequately briefed.



4. Examiner Applicant Flight Briefing

The Examiner Applicant should be allowed to brief the Candidate(s) uninterrupted following the guidance in the appropriate FEM test module. The briefing should include at least the following elements:

- Purpose of the skill test;
- Applicable weather minimum;
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules;
- Examiner responsibility;
- Freedom for the Candidate to ask questions;
- A safety and emergency briefing for the briefing room, Aircraft or Simulator.



5. Oral Examination on Ground

The Inspector or Senior Examiner should be satisfied that the Examiner Applicant demonstrates adequate knowledge of the regulatory requirements associated with the function of an examiner.



6. Assessment of Competence

The following tables are designed to give the Inspector or Senior Examiner guidance when assessing the competency of the Examiner Applicant during the AoC. The assessment items are stated in the left column. Expanded guidance and additional explanations are provided in the right column. This will aid the Inspector or Senior Examiner when debriefing the Examiner Applicants performance and analysing each section of the test in relation to specific competencies required for a successful outcome.

Section 1 - Briefing the Candidate		
1	the objective of the flight	<ul style="list-style-type: none">• The Examiner Applicant gives the candidate time and facilities to prepare for the test flight.• Demonstrates an appropriate level of engagement and interaction with the candidate.• Uses a board or other visual mediums during the briefing.• All briefing items comprehensively and constructively delivered.• Introduces non-technical competency and behavioural markers appropriately.• Generates a positive and constructive atmosphere.• Answers questions from the Candidate and provides references where applicable.• Invites Questions.• Clear structure and clarity of the test profile.• Generates a high level of engagement.• Defines clearly what is expected of the crew.• Pass, fail, and partial pass criteria including test limitations• Appropriate safety and emergency briefing.• Makes appropriate reference to company behavioural marker scheme if applicable.
2	licensing checks, as necessary	
3	freedom for the 'candidate' to ask questions	
4	operating procedures to be followed (for example operators manual)	
5	weather assessment	
6	operating capacity of 'candidate' and examiner	
7	aims to be identified by 'candidate'	
8	simulated weather assumptions (for example icing and cloud base)	
9	use of screens (if applicable)	
10	contents of exercise to be performed	
11	agreed speed and handling parameters (e.g. V-speeds, approach minima)	
12	use of R/T	
13	respective roles of 'candidate' and examiner (for example during emergency)	
14	administrative procedures (for example submission of flight plan).	



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Section 2 - Conduct of Test		
1	involvement of examiner in a MP operating environment	
2	the need to give the 'candidate' precise instructions	<ul style="list-style-type: none">• The Examiner Applicant should maintain the necessary level of communication with the candidate.• Comprehensively observes the Candidate's conduct and performance.• Makes a comprehensive observation of the candidate's R/T standards.
3	responsibility for safe conduct of the flight	<ul style="list-style-type: none">• Takes clear, accurate and effective notes.• Never obstructs or distracts the crew under test, acting intuitively to not impede the efficient conduct of the detail.• Does not intervene unless absolutely necessary.
4	intervention by examiner, when necessary	<ul style="list-style-type: none">• Advocates Health & Safety and crew welfare and ensures that this is to the highest standards at all times.• In an aircraft – demonstrates the best possible practice to avoid an unsafe situation developing.• Correctly sequences failures.
5	use of screens	<ul style="list-style-type: none">• Role play of other agents responsive to crew actions.• Flexible where necessary to adjust the test item sequence to optimise time management.• Skilled use of Repeats for maximum value of the candidate.
6	liaison with ATC and the need for concise, easily understood intentions	<ul style="list-style-type: none">• Make effective use of available simulator functions and time to create a realistic checking environment.• Allows Candidate to demonstrate situational awareness with regard to position and time available.
7	prompting the 'candidate' about required sequence of events (for example following a go-around)	<ul style="list-style-type: none">• Uses flight freezes and repositions appropriately and ensures the crew are aware of their position following the use of these functions.• The standard of radiotelephony demonstrated by the Examiner Applicant should be assessed and must be at the high standard.
8	keeping brief, factual and unobtrusive notes	



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Section 3 - Candidate Assessment

1	questions from the 'candidate'	<ul style="list-style-type: none">• The Examiner Applicant should refer to the flight test tolerances given in the relevant Part-FCL test appendix form.• Fully at ease with assessing the required standard and identifying this to the crew.
2	give results of the test and any sections failed	<ul style="list-style-type: none">• Assesses overall competency including non-technical performance with no missed items.• Clear and irrefutable evidence gathered to support their assessment.• Identifies in-depth root causes of performance.
3	give reasons for failure	<ul style="list-style-type: none">• Assesses areas of good performance as well as areas that require improvement.• Comprehensive knowledge of company behavioural markers when making an assessment as applicable.

Section 4 – Debriefing

1	advise the candidate on how to avoid or correct mistakes	<ul style="list-style-type: none">• The Examiner Applicant should demonstrate the ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items.• A balance between friendliness and firmness should be evident.• A proficient facilitator always moving the de-brief in the required direction.
2	mention any other points of criticism noted	<ul style="list-style-type: none">• Allows the crew to drive the conversation whilst controlling the debriefing agenda.• Integrates company behavioural markers into all aspects of the operation when applicable.• Checks understanding and summarises the salient debrief points.
3	give any advice considered helpful	<ul style="list-style-type: none">• Maintains awareness of the Candidate's welfare.• Assesses areas of good performance as well as areas that require improvement.• Clear understanding of root causes to all actions.



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Section 5 – Recording of Documentation

1	the relevant test or check form	<ul style="list-style-type: none">• <i>The Examiner applicant should demonstrate the ability to complete the relevant records correctly.</i>• <i>Demonstrate concise & factual contemporaneous note taking.</i>• <i>Demonstrates adherence to the Candidates Licencing Authority’s forms and requirements.</i>• <i>Is mindful of their Data Protection responsibilities.</i>
2	license entry	
3	notification of failure form	
4	relevant company forms where the examiner has privileges of conducting operator proficiency checks	

Section 6 – Demonstration of Theoretical Knowledge

1	The Examiner Applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner	<ul style="list-style-type: none">• <i>Excellent standard of regulatory and theoretical knowledge</i>• <i>The Senior Examiner should assess the level of the examiners knowledge throughout the EAoC and use that assessment to form a judgement.</i>
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7. Standard of Completion

Please refer to section 7 of the applicable FEM test module for the test being conducted by the Candidate.



8. Competence Assessment Guidance

N/A



9. Decision Making Flow Chart

N/A



10. Test Debriefing

The Inspector or Senior Examiner will discuss the assessment with the Examiner Applicant before the Candidate is debriefed and informed of the result.

If the Inspector or Senior Examiner agrees with the Examiner Applicant's assessment of the Candidate, the Examiner Applicant should proceed with the de-briefing of the Candidate. If the Examiner Applicant's assessment is different from that of the Inspector or Senior Examiner, the result should be discussed, and the standards explained to the Examiner Applicant.

When the Inspector or Senior Examiner is satisfied that correct assessment standardisation has been agreed, the Examiner Applicant should carry out the de-briefing as per the applicable FEM module and if all other aspects of the assessment are satisfactory the AoC may be assessed as a 'Pass'.

If the Inspector or Senior Examiner is not satisfied that the Examiner Applicant has demonstrated the required standard in the conduct of the entire check or assessment, the Inspector or Senior Examiner should de-brief the Candidate and complete the paperwork.



11. Completion of all applicable records

All relevant NAA records must be completed.

For a failed Assessment of Competence, the justification for failure must be printed on the examiner report. The ground for failure must be clear and based on factual evidence. Any re-training recommendation should equally be written in the examiner report.