

## **CIVIL AVIATION DIRECTORATE**

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## **INTRODUCTION**

These instructions are applicable to Senior Examiners conducting Assessments of Competence (AoC) for revalidation, renewal or change of type for Type Rating Examiners (TREs) and Synthetic Flight Examiners (SFEs) in simulators.

### **Senior Examiner Definition**

The qualification of Senior Examiners derives from Commission Regulation (EU) No 1178/2011 Part-FCL.1020 and quoted below:

“Applicants for an examiner certificate shall demonstrate their competence to an inspector from the competent authority or a senior examiner specifically authorised to do so by the competent authority responsible for the examiner’s certificate through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.”

A Senior Examiner shall hold an authorisation detailing the privileges that may be exercised as specified in the paragraphs below.

### **Senior Examiner Privileges**

1. A Senior Examiner may conduct an AoC to revalidate a SFE/TRE authorisation in an EASA approved simulator on the type that they are qualified on. Note: A senior examiner holding only a SFE authorisation may only revalidate a TRE (restricted to FFS only) certificate.
2. At the discretion of TMCAD, a Senior Examiner may conduct an AoC to renew a SFE/TRE authorisation expired by not more than two years in an EASA approved simulator on the type that they are qualified on.
3. A Senior Examiner may conduct an AoC for a change of aircraft type on a current SFE/TRE authorisation in an EASA approved simulator as long as they are qualified on that type.  
Note: A senior examiner holding only a SFE authorisation may not conduct a change of type on a current TRE certificate.

*Note 1: A senior Examiner may be authorised on more than one type provided that he/she is a current SFE/TRE on the additional type(s).*

*Note 2: TMCAD only permits Flight Operations Inspectors working at TMCAD to conduct Initial Assessments of Competence for examiners.*

### **Qualification of Senior Examiners**

The minimum qualifications for an SFE/TRE who is applying for a Senior Examiner Authorisation are as Commission Regulation (EU) No 1178/2011 Part-FCL AMC1 FCL.1020; FCL.1025 which states the below:

- (a) A senior examiner specifically tasked by the competent authority to observe skill tests or proficiency checks for the revalidation of examiner certificates should:

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- 1) hold a valid or current examiner certificate appropriate to the privileges being given;
  - 2) have examiner experience level acceptable to the competent authority;
  - 3) have conducted a number of skill tests or proficiency checks as a Part-FCL examiner.
- (b) The competent authority may conduct a pre-assessment of the applicant or candidate carrying out a skill test and proficiency check under supervision of an inspector of the competent authority.
- (c) Applicants should be required to attend a senior examiner briefing, course or seminar arranged by the competent authority. Content and duration will be determined by the competent authority and should include:
- 1) pre-course self-study;
  - 2) legislation;
  - 3) the role of the senior examiner;
  - 4) an examiner assessment;
  - 5) national administrative requirements.
- (d) The validity of the authorisation should not exceed the validity of the examiners certificate, and in any case should not exceed 3 years. The authorisation may be revalidated in accordance with procedures established by the competent authority.

## **SENIOR EXAMINER RESPONSIBILITIES**

A Senior Examiner will be responsible for the following:

- (a) Promoting cross-fleet standards
- (b) Ensuring the involvement of the candidate SFE/TREs in maintaining standards
- (c) Raising the standards of awareness and performance of the flight crew
- (d) Ensuring that any check is efficient and complies with legal requirements
- (e) Ensuring there is no vested interest in accordance with GM1 FCL.1005(b)

## **SENIOR EXAMINER TRAINING PROCESS**

### **Pre-course self-study**

The pre-course study guide is made up of the following documents:

- Commission Regulation (EU) No 1178/2011 Part-FCL Subpart K
- Commission Regulation (EU) No 1178/2011 Part-ORA
- Commission Regulation (EU) No 1178/2011 Part-ARA
- Commission Regulation (EU) No 965/2012 ORO.FC.230 (Operator Proficiency Check)
- Commission Regulation (EU) No 965/2012 Subpart E AMC1 SPA.LVO.120 (All Weather Operations)
- Air Navigation Order 499.09
- Aeronautical Information Circulars
- Malta AIP
- Relevant PEL Notices
- Relevant OANs
- Relevant Safety Notices
- Relevant PEL forms
- PEL Notice 58 Version 1

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### **Senior Examiner Briefing**

The briefing includes the following main elements

- Legislation;
- The role of the senior examiner;
- An examiner assessment;
- TMCAD administrative requirements, documentation and recording, liability and data protection.

### **SENIOR EXAMINER REVALIDATION**

#### **General**

A Senior Examiner authorisation will be valid for a period of not more than three years, however, this may be reduced so that the Senior Examiner expiry date meets the SFE/TRE authorisation expiry date. Thereafter revalidation of the Senior Examiner authorisation will be at the discretion of TMCAD and subject to the following:

- (a) The senior examiner shall:
  - (1) hold a valid or current examiner certificate appropriate to the privileges being given;
  - (2) have examiner experience level acceptable to the competent authority;
  - (3) have conducted two skill tests or proficiency checks as a Part-FCL examiner in the last year of the validity of the examiner authorisation.
- (b) TMCAD shall conduct an assessment of the applicant or candidate carrying out a skill test or proficiency check under supervision of an inspector of TMCAD in the last three years.
- (c) Attend a senior examiner briefing facilitated by TMCAD. The content shall include:
  - (1) pre-course self-study;
  - (2) legislation;
  - (3) the role of the senior examiner;
  - (4) an examiner assessment;
  - (5) National administrative requirements.

The aim of the candidate Senior Examiner conducting an Assessment of Competence on a SFE/TRE is to assess their competency to continue to exercise the privileges of their examiner certificate.

Should a candidate Senior Examiner fail an Assessment of Competence, he/she must undergo suitable retraining as determined by TMCAD before being re-checked. Should the Senior Examiner hold an authorisation for another type(s), he/she will not be able to exercise the privileges of a Senior Examiner on any type.

Should a candidate Senior Examiner wish to add another type to the Senior Examiner authorisation no observation is required however the expiry date will be unchanged from the Senior Examiner authorisation for the previous type.

When arranging a test, the candidate Senior Examiner must ensure that there is sufficient seating for all occupants in the simulator and that both the Senior Examiner and Flight Operations Inspector are able to listen to all communications.

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### **ROLE OF THE SENIOR EXAMINER**

#### **Conduct of the Senior Examiner when conducting an Assessment of Competence**

The Senior Examiner must provide a role model for the SFE/TRE and demonstrate all the qualities and skills expected of an examiner.

#### **Senior Examiner Briefing of the candidate SFE/TRE**

The Senior Examiner shall:

- Arrive in good time to be able to brief the SFE/TRE away from the crew. Brief the purpose and format of the check, rules and regulations pertaining to the candidates' SFE/TRE authorisation;
- Confirm details of the simulator and crew. Ensure the crew is representative, properly constituted and the check being observed is suitable;
- Demonstrate that principle interest is the performance of the candidate SFE/TRE, who will have to demonstrate competence as an examiner of both the technical and non-technical elements of the candidate(s) performance;
- Explain that, on completion of the simulator detail the Senior Examiner and the candidate SFE/TRE will confer before the debrief of the crew. The candidate SFE/TRE must not announce any result without prior consultation with the Senior Examiner in order to ensure a common assessment standard;
- Confirm the contents of the test or check to be observed and how it will be achieved;
- Check if there are any constraints on the day; e.g. time/sickness/simulator problems;
- Remind the candidate SFE/TRE that the briefing and debriefing are to be directed to the crew, not to the Senior Examiner. The Senior Examiner will emphasise that he/she will take no part in the conduct of the detail;
- The candidate SFE/TRE should be told to have no hesitation in informing the Senior Examiner if the latter obstructs the candidates role;
- Ensure that he/she has copies of any airfield plates and checklists being used;
- Ensure that a headset is available for his/her use ;
- Check the candidate SFE/TRE's licence, and the crew's licences after the candidate SFE/TRE has checked them;
- Observe the whole detail to assess the candidate SFE/TRE's management of time and allow time for a full debrief. Make sure that the candidate SFE/TRE has enough information to carry out the check without reference to the Senior Examiner;
- Ask the candidate SFE/TRE for his/her record of tests;
- Ensure that a full Health and Safety briefing for both the briefing room and the simulator is given by the candidate SFE/TRE;
- Ask the candidate SFE/TRE if he/she has any questions and that he/she has been adequately briefed.

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### **Senior Examiner's Introduction to Crew**

- The Senior Examiner will explain the need to observe the candidate SFE/TRE conducting the detail in order to carry out the Assessment of Competence. Reassure the crew that the candidate SFE/TRE will conduct a normal simulator check and make all decisions during the detail without reference to the Senior Examiner, and normal standards shall be applied.
- Explain that on completion of the simulator detail the Senior Examiner will ask the candidate SFE/TRE to give a brief preview of the assessment prior debriefing the crew. This is a normal aspect of the exercise to ensure common standards.
- Explain that some details from the crew's licences will need to be recorded, after the candidate SFE/TRE has checked them.

Note: Once this has been done, the Senior Examiner should move to a position in the room where he/she is least obtrusive.

### **Conduct during the Candidate SFE/TRE's Briefing to the Crew**

- Allow the candidate SFE/TRE to brief uninterrupted;
- Make sure that the briefing is directed at the crew and not the Senior Examiner;
- Make notes on the points requiring later debrief;
- If there are any major omissions or inaccuracies, ensure that these are covered before entering the simulator.
- Right of Appeal

### **Conduct of the Simulator Detail**

- The Senior Examiner will observe that the candidate SFE/TRE checks the simulator qualification documents. Knowledge of the content of the ATO certificate and OMD should also be checked as a "user approval" under EASA is no longer issued (if applicable);
- Check the candidate SFE/TRE's initial entry into the technical log (as applicable);
- Observe that the candidate SFE/TRE checks the serviceability of the simulator, both visually and with regards to the technical log;
- During the simulator detail, the Senior Examiner will make every effort to be an observer and ensure that his/her presence does not interfere with the candidate SFE/TRE's ability to carry out required duties. On no account should the Senior Examiner intervene in any way to change the flow of the session, the candidate SFE/TRE's management of the detail or even to ask questions of any participant. Notes should be taken for eventual confirmation by the candidate SFE/TRE during the post session debrief of the candidate SFE/TRE carried out after the crew debrief;
- The Senior Examiner will make notes on the performance of the crew as if he/she were conducting the test/check, as well as making notes on the candidate SFE/TRE's performance. The Senior Examiner will monitor the content and conduct of the test/check and the use of simulator functions to create realistic training and checking;
- The candidate SFE/TRE should make effective use of available functions and time to create realistic training and checking. The candidate SFE/TRE's standard of radiotelephony simulation of the ATC environment and procedures should be assessed.

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### **Post-simulator Procedures**

- Immediately after exiting the simulator, the crew should be encouraged to retire to the briefing room or refreshment area. No indication of the test result should be given at this stage;
- The candidate SFE/TRE should be given time to complete the simulator technical log – this should be checked by the Senior Examiner to ensure that a correct entry has been made;
- The Senior Examiner should now ask the candidate SFE/TRE for a summary of his/her assessment. He/she must give sufficient time to the candidate SFE/TRE – to be allowed to review notes and reach the appropriate conclusions before telling the Senior Examiner the result;
- If the assessment is substantially the same as that of the Senior Examiner, the candidate SFE/TRE should be asked to debrief the crew;
- However, when the candidate SFE/TRE's assessment is significantly different from the Senior Examiner's, the result should be discussed and the standards explained to the candidate SFE/TRE. Provided the Senior Examiner is satisfied that correct standards will be applied, the candidate SFE/TRE may be permitted to carry out the debriefing and, if all other aspects of the exercise are satisfactory, the candidate SFE/TRE Assessment of Competence may be assessed as a pass;
- If the Senior Examiner is not satisfied that the candidate SFE/TRE has demonstrated the required standard in the conduct of the check or assessment, the Senior Examiner should debrief the crew and complete the paperwork related to the Senior Examiner checking process. In this event, if the candidate TRE/SFE has not demonstrated capability or ability to exercise his/her examiner rating, the Senior Examiner shall annotate on the relevant skill test/ proficiency test TMCAD form a PARTIAL PASS and the crew shall have to retake those mandatory elements under EU Commission Regulation 1178/2011 that may have not been demonstrated during the test/check.

### **Candidate SFE/TRE's debriefing of Crew**

The Senior Examiner should:

- Note the format and structure of the debriefing
- Take account of fault analysis and training advice

Effective analysis of CRM is a requirement for the revalidation of the candidate SFE/TRE's certificate. The Senior Examiner should check that appropriate use is made of facilitation techniques, with reference to the Behavioural Marker System is in use.

When the candidate SFE/TRE has completed the debriefing, the Senior Examiner may discuss and clarify any points arising from the detail. This should be as concise as possible.

### **Candidate SFE/TRE's Administration**

The Senior Examiner shall observe the correct completion of the following items, as applicable:

- All proficiency check/ skill test forms;
- Revalidation of type rating signed in crew's licences;
- Any other administrative paperwork related to the serviceability of the simulator (if applicable).

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### **Senior Examiner’s Check of Candidate SFE/TRE’s Knowledge**

The Senior Examiner shall use oral questioning to establish the candidate SFE/TRE’s knowledge of regulations. Relevant questions may arise from the observed check, and recent changes to regulations should also be checked.

### **Senior Examiner’s Debrief of candidate SFE/TRE**

- The candidate SFE/TRE must be comprehensively debriefed and any items that were below standard fully explored;
- The appropriate use of facilitation must be included as an exemplary demonstration to the candidate SFE/TRE.

### **Senior Examiner’s Administration – General**

- Maintain a personal record of checks conducted. Retain notes taken during the Assessment of Competence and a copy of the Form TM/CAD/141 Examiner Assessment of Competence.
- The reports should give a synopsis of the candidate SFE/TRE’s performance.
- “Satisfactory” may be used, but as a rule, relevant and detailed comments will be appropriate. It is desirable that some reference be made to the candidate SFE/TRE’s assessment of CRM. Note: The narrative must be consistent with pass/fail assessment.

### **RECURRENT DEVELOPMENT TRAINING**

To maintain the privileges of their authorisation, Senior Examiners are required to attend a refresher seminar during the last year of the validity period of their Examiner Certificate. This will be organised by the Flight Operations Inspectorate.

### **PERSONNEL LICENCING**