

CIVIL AVIATION DIRECTORATE

Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt

INTRODUCTION

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

Nothing in this document is intended to conflict with the EASA Aircrew Regulation or Maltese law where applicable. TMCAD reserves the right to amend this document as required to accommodate changes to correct errors and omissions or to reflect changes in national policy and best practice.

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.

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Senior Examiner Privileges

1. A Senior Examiner may conduct an AoC to revalidate an SFE/TRE authorisation in an EASA approved simulator on the type that they are qualified on or as may be authorized by TMCAD.
Note: A Senior Examiner holding only an 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 an SFE/TRE authorisation expired by not more than two years in an EASA approved simulator on the type that they are qualified on or as may be authorized by TMCAD.
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 if they are qualified on that type or as may be authorized by TMCAD.

Note: A Senior Examiner may be authorised on more than one type as authorised by TMCAD.

Minimum 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:

- hold a valid or current Examiner certificate appropriate to the privileges being given
- have Examiner experience level acceptable to TMCAD.
- have conducted several skill tests or proficiency checks as a Part-FCL Examiner.

TMCAD may conduct a pre-assessment of the applicant or candidate carrying out a skill test and proficiency check under supervision of an inspector of TMCAD.

Senior Examiner Responsibilities

A Senior Examiner will be responsible for the following:

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

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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 Act
- Aeronautical Information Circulars
- Malta AIP
- Relevant PEL Notices
- Relevant OANs
- Relevant Safety Notices
- Relevant PEL forms
- This PEL Notice 58

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, including monitoring of Examiners' grading

Assessment of Competence Under Supervision

The Senior Examiner applicant will conduct an Assessment of Competence on an SFE/TRE under the supervision of an Inspector or SE appointed by TMCAD.

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SENIOR EXAMINER REVALIDATION

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 conducted two skill tests or proficiency checks as a Part-FCL Examiner in the last year of the validity of the Examiner authorisation.

(b) 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.

(c) TMCAD shall assess the applicant or candidate carrying out a skill test or proficiency check under the supervision of an inspector of TMCAD in the last year.

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

Shall a candidate Senior Examiner fail an Assessment of Competence, he/she must undergo suitable retraining as determined by TMCAD before being re-checked. Shall 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.

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 candidate Senior Examiner and TMCAD 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 shall be told to have no hesitation in informing the Senior Examiner if the latter obstructs the candidate's role;
- Ensure that the candidate SFE/TRE properly briefs the crew of the emergency procedures in case there is need to evacuate the building where the pre-/post- simulator briefing is conducted and the routing to be taken to exit the simulator side of the building. The candidate SFE/TRE should make clear who would be in charge of handling the fire extinguisher from the simulator in the event of the fire alarm sounding;
- 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/TREs licence, and the crew's licences after the candidate SFE/TRE has checked them;
- Observe the whole detail to assess the candidate SFE/TREs 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;

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- 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.

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 shall move to a position in the room where he/she is least obtrusive.

Conduct during the Candidate SFE/TREs 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 debriefing.
- 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 shall also be checked as a "user approval" under EASA is no longer issued (if applicable);
- Check the candidate SFE/TREs initial entry into the technical log (as applicable);
- Observe that the candidate SFE/TRE checks the serviceability of the simulator (if applicable), both visually and with regard 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/TREs ability to carry out required duties. On no account shall the Senior Examiner intervene in any way to change the flow of the session, the candidate SFE/TREs management of the detail or even to ask questions of any participant. Notes shall 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;

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- 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/TREs 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 shall make effective use of available functions and time to create realistic training and checking. The candidate SFE/TREs standard of radiotelephony simulation of the ATC environment and procedures shall be assessed.

Post-simulator Procedures

- Immediately after exiting the simulator, the crew shall be encouraged to retire to the briefing room or refreshment area. No indication of the test result shall be given at this stage;
- The candidate SFE/TRE shall be given time to complete the simulator technical log – this shall be checked by the Senior Examiner to ensure that a correct entry has been made;
- The Senior Examiner shall 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 shall be asked to debrief the crew;
- However, when the candidate SFE/TREs assessment is significantly different from the Senior Examiner's, the result shall 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 shall debrief the crew and complete the paperwork related to the Senior Examiner checking process. In this event, if the candidate SFE/TRE has not demonstrated capability or ability to exercise his/her Examiner rating, the Senior Examiner shall annotate on the relevant crew skill test/ proficiency test 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.

However, despite the candidate Examiner's sub-standard performance, if, in the Senior Examiner's judgement, the crew have comported themselves satisfactorily, he may award a PASS and endorse licences as applicable.

Note: This procedure is only applicable for crew licences issued by TMCAD.

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Candidate SFE/TREs debriefing of Crew:

The Senior Examiner shall:

- Note the format and structure of the debriefing.
- Ensure that, in the event of a partial pass or fail, the candidate Examiner has notified the crew members of the Right of Appeal as per PEL Notice 57.
- Take account of fault analysis and training advice

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

Senior Examiners must ensure that flight crews undergoing evaluation receive an appropriate debriefing regarding their performance. Following the conclusion of the debriefing, the Senior Examiner may exercise discretion to intervene if deemed necessary. Should the intervention involve only minor observations or the provision of an improved debriefing technique, such input is considered developmental and does not impact the assessment outcome. However, if the original Examiner fails to identify major issues - particularly those related to safety, demonstrates a substandard debriefing approach, or omits critical root cause analyses - the Senior Examiner may consider the possibility of a failed assessment for the Examiner.

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

Candidate SFE/TREs 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).

Senior Examiner's Check of Candidate SFE/TREs Knowledge

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

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Senior Examiner’s debrief of candidate SFE/TRE

- An Examiner Competence Matrix can be found in Appendix 1 to this document. Reference should be made to this when assessing the Examiner’s performance.
- 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 shall give a synopsis of the candidate SFE/TREs performance.
- This is a pass or fail assessment.

Examiner Competencies

Senior Examiners are encouraged to provide comprehensive written comments in each section, particularly when evaluating Examiner competencies as outlined in Appendix 1, to support development and substantiate the assessment decisions made.

Relevant Documents

- PEL Notice 57 - Guidance on requesting a review or appeal
- PEL Notice 66 - MPA/SPHPA Examiners Manual and Policy

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Appendix 1

Competence	1 - Requiring Improvement	2 - Basic Standard	3 - Good	4 - Very Good
Briefing	<ul style="list-style-type: none"> Lack of preparation Starts briefing without introduction Lack of engagement with the crew Little or no interaction with the crew Little or no use of board or other visual medium Little or no reference to H&S Makes no reference to the company's behavioural markers scheme Let personal opinion deflect from training objectives Did not support the value of CRM training 	<ul style="list-style-type: none"> Invites questions Generates a relaxed atmosphere Creates a climate conducive to learning Briefs all items required by this PEL Notice Provides all required documentation Refers to NOTECHS or the company behavioural markers scheme Use of visual aids to support teaching points Identifies H&S requirements 	<ul style="list-style-type: none"> Good introduction identifies the needs of the crew Delivers this PEL Notice, technical and non-technical, without change of style Uses facilitation appropriately Clear structure and clarity for all visual aid work Includes NOTECHS in all areas including company behavioural markers 	<ul style="list-style-type: none"> Generates a high level of engagement with the crew Responds appropriately to the needs of the crew Defines clearly what is expected of the crew Very responsive to questions All visual aids support and enhance the briefing and teaching points Manages potential barriers to learning including awareness of cross-cultural differences
Simulator or Aircraft operation	<ul style="list-style-type: none"> Limited familiarity with IOS (if applicable) Irregular observation of the crew Incorrect R/T Distracted by IOS at key observing moments (if applicable) Limited note taking Inappropriate use of freezes and repositions (if applicable) Overloading of failures Poor radar vectoring 	<ul style="list-style-type: none"> Checks simulator log and approvals (if applicable) Efficient use of IOS (if applicable) Presents repositions to the crew correctly (if applicable) Correctly sequences failures Effective note taking Observes all failure/repeat items Adequately observes the crew under check Does not intervene unless essential 	<ul style="list-style-type: none"> Demonstrates best practice to avoid an unsure situation developing Introduces failures appropriate to crew actions Adjusts 'running sequence' to optimize time management (if applicable) Observes accurately identifying appropriate behavioural markers Identifies crew or individual fatigue Thoroughly observes the crew under check 	<ul style="list-style-type: none"> Very realistic scenarios (if applicable) Role play of other agents responsive to the crew's actions Comprehensive observation/notes High level of flexibility in the training, checking plan Identifies the root cause for all activity Is cognisant of the effect on the crew of any input from the Examiner Ensures highest standards at all times
Assessment	<ul style="list-style-type: none"> Standard not correctly applied Lack of evidence to support assessment Many important items missed Incorrect assessment made Does not assess good as well as poor performance 	<ul style="list-style-type: none"> Correct assessment in general Identifies good/poor performance Makes technical and non-technical assessment Some items missed Needs to gather more evidence to support the assessment 	<ul style="list-style-type: none"> Assess good/poor performance Assesses the cause behind good/poor performance Accurate assessments Standards are well applied Few missed items 	<ul style="list-style-type: none"> Fully at ease with assessing the required standard and identifying this to the crew Comprehensive knowledge of behavioural markers when making an assessment Clear understanding of root causes to all actions Always assess good as well as bad performance No items missed
De-brief	<ul style="list-style-type: none"> Result is not clearly stated Little opportunity for the crew to review their own performance Displayed limited knowledge of the core EASA CRM subjects Does not de-brief good as well as poor performance No reference to non-technical skills or behaviour markers Poor adherence to TMCAD procedures and forms 	<ul style="list-style-type: none"> Clear prioritisation of faults Some use of facilitation Encourages crew to provide their views The ability to focus on the main issues Written report supports the result offered Result clearly stated and correctly delivered De-briefs some good and some poor performance Make basic reference to non-technical skills or behavioural markers Generally adheres to TMCAD procedures and forms 	<ul style="list-style-type: none"> At ease with facilitation to move the de-brief in the required direction Draws common faults together Balances praise and criticism Generation of summary Ability to listen to crew feedback Offers tips and advice Identifies missing technical and non-technical skills Good adherence to TMCAD procedures and forms 	<ul style="list-style-type: none"> Allows the crew to drive the agenda with the Examiner controlling the agenda Achieves agreement of the crew Crew leave with clear and concise learning points Checks understanding and summarises learning points covered Excellent adherence to TMCAD procedures and forms
Regulatory	<ul style="list-style-type: none"> Poor standard of regulatory and theoretical knowledge 	<ul style="list-style-type: none"> Basic standard of regulatory and theoretical knowledge 	<ul style="list-style-type: none"> Good standard of regulatory and theoretical knowledge 	<ul style="list-style-type: none"> Excellent standard of regulatory and theoretical knowledge

PERSONNEL LICENCING