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Flight Examiner Manual and Policy for Aeroplane Examiners Authorised as TRE, SFE

Version 11

Contents

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AMENDMENT SUMMARY

Paragraph	Change
4.1	**Revision 2** Amendment to the endorsement list
4.1 5 8.4 9.1 Appendix 2 9.8.1	**Revision 3** Amendment to SFE(A) table Limitation of privileges in case of vested interests amendment (Reg 2019/1747) Revalidation of Examiner certificates amendment (Reg 2019/1747) Revalidation of Examiner certificates amendment (Reg 2019/1747) Amendment to Form as per Appendix 9 of 1178/2011 Reference to regulation inserted
Various	**Revision 4** Amendments to items as per regulation amendment 2018/1974
2.9 17.4 17.5 A5.3 A7.1 A2.33	**Revision 5** Amendments to items as per regulation amendment 2020/359
4.1 A.9.2.2 A.9.6	**Revision 6** General amendments on licence entries iaw GM1 FCL.910.TRI
4.1 A.2.29 Various	**Revision 7** General amendments on licence entries iaw GM1 FCL.910.TRI Amendment to PBN expiry date due to 71(2) exemption Various editorial changes throughout
ALL	**Revision 8** Full review
ALL	**Revision 9** Full review of all procedures and guidance and alignment with the EASA Flight Examiner Manual
ALL	**Revision 10** Full review of all procedures and guidance and alignment with the EASA Flight Examiner Manual
ALL	**Revision 11** Full review, alignment with other examiner PEL notices for examiners and addition of baseline EBT.

Abbreviations

AAL	Above Aerodrome Level
ADI	Attitude Direction Indicator
AFM	Aircraft Flight Manual
AIC	Aeronautical Information Circular
ANA	Air Navigation Act, and its associated Regulatory Instruments
AOC	Air Operator's Certificate
AoC	Assessment of Competence for Part-FCL
APP	Approach
ATC	Air Traffic Control
ATPL	Airline Transport Pilot Licence
ATO	Approved Training Organisation
ATQP	Alternative Training Qualification Program
Behaviour	A measurable way a person responds or reacts
CAT	Commercial Air Transport
CDFA	Continuous Descent Final Approach
CRZ	Cruise
Competency	Human Performance indicator and observable behaviour
DA	Decision Altitude
DES	Descent
DH	Decision Height
EAAT	Examiner Authorisation Acceptance Test
EFATO	Engine Failure After Take-Off
EBT	Evidenced Based Training (including Mixed implementation EBT)
EAoC	Examiner Assessment of Competence
EASA	European Aviation Safety Agency
EFIS	Electronic Flight Instrument System
EGPWS	Enhanced Ground Proximity Warning System
EVAL	Evaluation phase
EVS	Enhanced Vision Systems
FAF	Final Approach Fix
FI	Flight Instructor
FMC	Flight Management Computer
FMS	Flight Management System
FOI	Flight Operations Inspector
GPWS	Ground Proximity Warning System
IFR	Instrument Flight Rules
HUD	Head Up Display
HUGS	Head Up Guidance System
ILS	Instrument Landing System
ISI	In-seat instruction
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
LNAV	Lateral Navigation
LOC-I	Loss of control in-flight
LOE	Line Oriented Evaluation
LOFT	Line Orientated Flying Training
LPC	Licence Proficiency Check means Part-FCL revalidation or renew
LST	Licence Skill Test means Part-FCL skill test of initial issue
LVO	Low Visibility Operation
MAPt	Missed Approach Point
MDA	Minimum Descent Altitude

MDH	Minimum Descent Height
MPA	Multi-Pilot Aeroplane
MPH	Multi-Pilot Helicopter
MSA	Minimum Safe Altitude
MV	Manoeuvres Validation
NPA	Non-Precision Approach
NDB	Non-Directional Beacon
NOTAM	Notice to Airmen
OB	Observable Behaviour
OM	Operations Manual
OPC	Operator Proficiency Check
Part FCL	Regulation Aircrew Annex I
Part OPS	Regulation for Operators Annex III
Part MED	Regulation for Medicals Annex IV
Performance Criteria	Statements used to define required levels of performance
PBN	Performance Based Navigation
PLD	Personnel Licensing Department
PM	Pilot Monitoring
PF	Pilot Flying
Proficient	Demonstration of necessary skills, knowledge and attitudes
PT	Public Transport
RA	Resolution Advisory
RMI	Radio Magnetic Indicator
RTF	Radiotelephony
RTO	Rejected Take-Off
RVR	Runway Visual Range
SA	Situational Awareness
SBT	Scenario based training or assessment
SE	Senior Examiner
SEP	Single Engine Piston
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SMS	Safety Management System
SOP	Standard Operating Procedure
SPHPCA	Single-Pilot High Performance Complex Aeroplanes
STD	Synthetic Training Device
TA	Traffic Advisory
TCAS	Traffic Alert and Collision Avoidance System
TI	Training Inspector
TEM	Threat and Error Management
TMCAD	Transport Malta Civil Aviation Directorate
TMG	Touring Motor Glider
TO	Take-Off
TRE	Type Rating Examiner
TRE(SPA)	Type Rating Examiner (single pilot aircraft)
TRI	Type Rating Instructor
TRI(SPA)	Type Rating Instructor (single pilot aircraft)
UPRT	Upset Prevention and Recovery Training
VMC	Visual Meteorological Conditions
3D Operation	Three-Dimensional Operation
2D Operation	Two-Dimensional Operation

Definitions

Refer to Malta Air Navigation Act and Commission Regulation 1178/2011.

Acceptance test	Flight test conducted by a senior Examiner (SEN) or inspector of PEL for an initial Examiner authorisation. The purpose of the acceptance test is to prove that the candidate for an initial Examiner authorisation is proficient and capable to undertake the duties of an Examiner.
Applicant	Pilot requiring a rating or certificate
Candidate	Pilot undergoing a test, check or assessment of competence
Competency	Human Performance indicator and observable behavior
Demonstration of theoretical knowledge	The Examiner applicant shall demonstrate to the inspector a satisfactory level of knowledge concerning regulatory requirements associated with the function of an Examiner.
Deviation	A variance in precision with respect to a specified limit published for a manoeuvre within a test item or sequence, which is a result of pilot error or faulty handling of the aircraft.
Deviation - Minor	A deviation that does not exceed a specified limit
Deviation - Major	A deviation that exceeds a specified limit or repeated minor deviations without achieving stability
Deviation - Critical	A major deviation that is repeated, excessive or not corrected, such as: 1. Repeated non-adherence to specified limits; or 2. Not identifying and correcting major deviations; or 3. More than doubling the specified value of a limit.
Dummy	Pilot acting as an applicant. The primary duty of a 'dummy' is to act as an applicant in all aspects of the flight. During the flight it is important that he makes some errors (whether by accident or by design is not important), so that the candidate must observe, exercise judgement, assess and have something to debrief on. The 'dummy' is to include some obvious mistakes to be detected by the candidate. In general, he must try to simulate a typical flight of a marginal applicant. The purpose of the flight is to ensure that the candidate is aware of his duties as an Examiner. A 'Pass' with no errors would prove very little. Therefore the 'dummy' needs to be an experienced pilot.
Error	An action or inaction by the flight crew that leads to a deviation from organizational or flight intentions or expectations
Error - Minor	An action or inaction that is inconsequential to the completion of a task, procedure or manoeuvre, even if certain elements of the performance vary from the recommended best practices
Error - Major	An action or inaction that can lead to an undesired aircraft state or a reduced safety margin if improperly managed; also an error that does not lead to a safety risk but detracts measurably from the successful achievement of the defined aim of a sequence/item
Error - Critical	An action or inaction that is mismanaged and consequently leads to an undesired aircraft state or compromises safety such as: - Non-compliance to mandated standard operating procedures; or - Repeated improper error management or uncorrected and unrecognized threats, with the risk to put the aircraft in an undesired state; or - Repeated major errors
Part FCL	Regulation Aircrew Annex I
Part OPS	Regulation for Operators Annex III
Part MED	Regulation for Medicals Annex IV
Part NCC	Regulation for non-commercial with complex motor-powered aircraft
Part NCO	Regulation for non-commercial operations with other than complex-motor-powered aircraft
Performance Criteria	Statements used to define required levels of performance
Proficient	Demonstration of necessary skills, knowledge and attitudes
Proficiency Check	a demonstration of skill to revalidate or renew ratings (e.g. LPC)
Revalidation	the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements
Renewal	the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of a rating or certificate for a further period consequent upon the fulfilment of specified requirements
Senior Examiner (SEN) or Inspector	The SEN/Inspector must brief the candidate at the commencement of the exercise on their relative roles, i.e. the candidate will conduct the flight test without hindrance from the SEN, including briefings, conduct of flight, assessment and debrief and documentation. The SEN should remain as unobtrusive as possible throughout the test, but at the same time observing the 'dummy' and the candidate
Skill Test	A demonstration of skill for licence or rating issue (e.g. LST)

CHAPTER 1 - INTRODUCTION

1.1 Purpose

This document has been established to satisfy requirements to ensure the conduct and performance of TMCAD certified Examiners in accordance with ARA.FCL.205 and to provide procedures and guidance for Examiners, ATOs and operators.

1.2 Scope

This Manual and policy document is applicable for all Malta authorised or designated TRE and SFE's and those examiners exercising their privileges within Malta territory may use information within for guidance. The instructions, policy and guidance detailed in this document are for Examiners conducting skill tests/proficiency checks for Type Ratings on Multi-Pilot Aeroplanes (MPA) and Single-Pilot High Performance Complex Aeroplanes (SP HP(A)) for Malta and EASA licences. TMCAD is required to maintain a register and database of Examiners' names and personal e-mail addresses. It is mandatory for pilots/Examiners to inform Licensing Applications (cadpel.tm@transport.gov.mt) of changes to their contact details.

1.3 Flight Examiner's Manual

This manual is published as an appendix to Commission Regulation (EU) No. 1178/2011 (as amended) and the EASA Flight Examiner Manuals (FEM). The requirements in the regulation shall always be adhered to.

The intention and purpose of this document is to offer guidance on how to comply with the Regulation and national statutory laws. Nothing in this document is intended to conflict with the EASA Aircrew Regulation or Malta statute law where applicable. Whilst every effort is made to ensure that all information is correct at the time of publication, TMCAD reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice. Furthermore, the document is intended to provide all Examiners with a convenient and current reference on how to perform their examining duties. In accordance with ARA.FCL.205, Examiners shall comply with the instructions, policy and Guidance contained herein.

References and extracts from Part-FCL are for reference and guidance only. Examiners shall not rely on those references and extracts unless they are checked against the most recent version of the Aircrew Regulation and its relevant AMC and GM material. Nothing in this document is intended to conflict with the EASA Aircrew Regulation or Malta statute law where applicable. Where the content of this document conflicts with EASA official publications, the official publication must be used. Whilst every effort is made to ensure that all information is correct at the time of publication, TMCAD reserves the right to amend this document as required to accommodate changes, to correct errors and omissions or to reflect changes in policy and best practice.

1.4 Introduction

TMCAD issues flight crew licences and ratings in accordance with the requirements of the Part FCL and Part ARA. TMCAD shall ensure that the applicant of a licence or rating has qualified through knowledge, competence and skill to hold the appropriate licence or rating. TMCAD will therefore certify suitably experienced and qualified pilots as Examiners to conduct the necessary skill tests or proficiency checks.

An Examiner shall hold a certificate detailing the privileges that he/she may exercise. In this role, the Examiner shall be mindful that he/she is performing a function on behalf of Malta even when conducting Licence Skills Tests (LST) or Licence Proficiency Checks (LPC) within his/her own company. Skill tests/proficiency checks that are carried out on Malta-issued licence holders shall be conducted in accordance with this document. Knowledge of this document and its practical application is vital for the Examiner's conduct and assessment of skill tests or proficiency checks. Any advice concerning the conduct of skill tests and proficiency checks may be obtained from TMCAD PEL Unit on email – cadpel.tm@transport.gov.mt. Every Examiner is responsible to check the latest version of this manual before conducting check flights. Feedback is highly appreciated and can be sent to TMCAD Personnel Licensing Unit.

1.5 Records and control of document

All Examiners records shall be retained for 5 years unless specified differently in Commission Regulation 1178/2011. Examiners should be mindful of data security during the period of retention, and also GDPR requirements, especially if intending to retain records for longer than the required period of retention.

1.6 Relevant documents

- The Air Navigation Act, and its associated Regulatory Instruments
- BASIC REGULATION (EU) No 2018/1139 (as amended)
- AIRCREW REGULATION (EU) No 1178/2011 (as amended)
- PART-FCL (and associated AMC material)
  - Subpart A General Requirements.
  - Subpart G Instrument Rating.
  - Subpart H Class and Type Ratings.
  - Subpart J Instructor Certificates.
  - Subpart K Examiner Certificates.
- AIR OPS
  - AMC1 ORO.FC.230 Operator's recurrent training and checking
  - SPA.LVO.120 Low Visibility Operations.
- CS-FSTD(A)
- OTHER DOCUMENTS
  - EASA Flight Examiner Manual - MPA
  - Malta AIP - be familiar with all current applicable Aeronautical Information Circulars.
  - ICAO – Pans-Ops 8168.
  - TMCAD Information and PEL Notices

1.7 Data Protection

Refer to EASA FEM

- Module 1 General Section 6 Data Protection
- The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directives 95/46/EC.

As an Examiner carrying out skill tests, proficiency checks or assessments of competence on behalf of TMCAD it is important that you understand the provisions of the Regulation and safeguard personal data that you collect during testing accordingly. It shall be noted that Examiners might have to produce any of their records under the Freedom of Information Act 2000. *Note: All TMCAD forms include the data protection details.*

1.8 Just Culture

The civil aviation system promotes a 'safety culture' facilitating the spontaneous reporting of occurrences and thereby advancing the principle of a 'just culture'. Examiners should be aware of the importance of reporting, analysis and follow up of occurrences and promote a positive Just Culture environment. Refer to EASA FEM - General Section 4.3 Just Culture.

1.9 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 Examiner cannot unnecessarily protract a test because that may unfairly degrade the candidate's performance. 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.

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CHAPTER 2 – EXAMINER GENERAL REQUIREMENTS

Refer to FCL.1010

2.1 Pre-Requisites for an Examiner Certificate

- A TRE shall hold a valid Class 1 Medical Certificate issued in accordance with Part-MED.
- An SFE shall satisfy the prerequisites as detailed in Part FCL.1010.SFE.
- For an initial Examiner Certificate, TMCAD requires that an applicant submits a police conduct. In the event that TMCAD has sufficient evidence that a TRE has been imposed sanctions including suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the Aircrew Regulation, for non-compliance with the Basic Regulation and its Implementing Rules during the three years of validation of the TRE certificate, then the required actions will be taken by TMCAD to revoke the TRE certificate.

2.2 Examiner Requirements and Privileges

Refer to EASA FEM

- Module 1 General Section 4 Examiner requirements & privileges

Examiners shall hold 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 privileges to instruct for them. Examiners shall be qualified to act as Pilot-in-Command on the aeroplane during a skill test, proficiency check or assessment of competence when conducted on the aeroplane. When the candidate is occupying a pilot's seat, he/she is the only one with a clear view and full access to the controls and often is most familiar with the type. Being the PIC and in control of the aeroplane is his/her responsibility. However, the Senior Examiner/Inspector has an overriding responsibility in avoiding dangerous situations. Examiners must:

- Be fit, firm and fair (objective) for their duty when carrying out Examiner privileges.
- Fill out correctly all relevant documents
- Be aware that they are responsible to TMCAD only and not to an operator or approved training organisation.
- Be aware of the main purpose of a test or check:
  1. Determine through practical demonstration during a test or check that an applicant has acquired or maintained the required level of knowledge and skill or proficiency.
  2. Improve training and flight instruction in ATOs by feedback of information from Examiners about items or sections of tests or checks that are most frequently failed.
  3. Assist in maintaining and, where possible, improving air safety standards.

In case of a failure of the conduction of the check the Examiner must inform the applicant that the second attempt must be conducted by an Examiner explicitly designated by the competent authority.

2.3 Special conditions

In the case of introduction of a new aircraft to the Member State or in an operator's fleet, when compliance with the requirements of Part-FCL is not possible, TM-CAD may issue a specific certificate giving privileges for the conduct of skill tests and proficiency checks. Such a Certificate shall be limited to the skill tests and proficiency checks necessary for the introduction of the new type of aircraft and its validity shall not, in any case, exceed 1 year.

2.4 Examination outside the territory of the Member States

In the case of skill tests and proficiency checks provided in an ATO located outside Malta, TMCAD may issue an Examiner certificate to an applicant holding a pilot licence issued by a third country in accordance with ICAO Annex 1, provided that the applicant:

- holds at least an equivalent ICAO Annex 1 licence, rating, or certificate to the one for which they are authorised to conduct skill tests, proficiency checks or assessments of competence, and in any case at least a CPL;
- complies with the requirements established in Subpart K for the issue of the relevant Examiner certificate; and
- demonstrates to TMCAD an adequate level of knowledge of European aviation safety rules to be able to exercise Examiner privileges.

This type of certificate shall be limited to providing skill tests and proficiency tests/checks:

a) outside the territory of EASA Member states; and
b) to pilots who have sufficient knowledge of the language in which the test/check is given.

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CHAPTER 3 - EXAMINER CERTIFICATES, PRIVILEGES AND CONDITIONS

Refer to EASA FEM

- Module 1 General Section 4 Examiner requirements & privileges

3.1 Examiner certificate and endorsements

The Examiner certificate is issued on a separate certificate, however in the pilot's licence there will be a reference to the Examiner reference number.

3.2 TRE and SFE Multiple Authorisations and Privileges

Examiners who wish to have multiple authorisations and privileges for the purposes of Commercial Air Transport and/or Public Transport may do so according to the following;

- Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE), including Examiners with SPHP(A) privileges only up to two aircraft, in the multi-pilot aircraft or SPHPA types.
- Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE) including SP HP(A) and Class Rating Examiner (CRE) covering non-complex single pilot type: one single pilot type and one multi-pilot type.

The above mirrors the commercial air transport requirement for multiple type and class operations as described in ORO.FC.240. Flight Operations have determined the above criteria as acceptable for commercial air transport and public transport operations. Those Examiners conducting checks for non-commercial or public transport purposes may do so conditionally on meeting normal Part-FCL requirements.

3.3 Limitations of Privileges in Case of Vested Interests

Examiners must be familiar with limitation in case of vested interests as explained in the below references:

- Part-FCL.1005 Limitation of privileges in case of vested interests
- EASA FEM General Section 4.1 Limitations of Privileges in Case of Vested Interests

CHAPTER 4 - EXAMINER STANDARDISATION

Refer to FCL.1015

4.1 Initial Standardisation Course – General

Applicants for Malta Examiner Certificates are required to have completed an initial Examiner standardisation course provided by TMCAD or by an ATO approved by TMCAD. The content of the Standardisation Course is detailed in Part-FCL.1015, AMC1 FCL.1015, AMC2 FCL.1015,GM1 FCL.1015 and EASA FEM Module 1. Applicants shall then demonstrate their competence to an inspector from TMCAD or a senior Examiner specifically authorised to do so by TMCAD through the conduct of 2 skill test, proficiency check or assessment of competence in the Examiner role for which privileges are sought. Information on the Examiner Standardisation course is found on the TMCAD website.

Application procedure - Initial
See Section 8.1

4.1.1 Initial Standardisation Course – Theoretical

The purpose of this course is so that the Examiner is made familiar with Malta's administrative procedures, protection of personal data, individual liability and insurance, and the associated fees. The Malta Examiner Standardisation Course shall consist of theoretical and practical instruction and shall include, at least:

- The contents of AMC2 FCL.1015, the EASA FEM and this Notice;
- Instruction on the relevant regulations within Part FCL including operational requirements;
- Making the candidate familiar with the administrative procedures pertinent to the role;
- A briefing on the need to review and apply the items stated above when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same that issued the Examiner's certificate;
- Instruction on how to get access to these national procedures and requirements of other competent authorities when needed
- fundamentals of human performance and limitations relevant to flight examination;
- fundamentals of evaluation relevant to applicant's performance;
- the management system of ATOs and the organisational structure of DTOs;
- MCC, human performance and limitations, if applicable.

4.1.2 Initial Standardisation Course – Practical

4.1.2.1 General

It is intended that all applicants for authorisation must have received a TM-CAD approved initial training before undertaking an acceptance flight with an inspector/senior examiner.

The standards of competence of pilots depend to a great extent on the competence of examiners. Examiners will be briefed by the authority on the air crew regulation requirements, the conduct of skill tests and proficiency checks, and documentation and reporting. Examiners shall also be briefed on the protection requirements for personal data, liability, accident insurance and fees, as applicable in Malta.

Applicants for an examiner certificate shall demonstrate their competence to an inspector from TM-CAD or a senior examiner specifically authorised to do so by TM-CAD 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.

TMCAD shall also consider whether the applicant has been convicted of any criminal or other offense, considering Malta national law & principles of non-discrimination. Applicants shall demonstrate that they have not been subject to any sanctions including suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the Aircrew Regulation, for non-compliance with the Basic Regulation and its Implementing Rules during the last three years.

4.1.2.2 Training Content

Specific flight test and check training

Detailed knowledge of the tests and checks which the authorisation is sought for is required. Training must cover:

1. Knowledge and management of the test which the authorisation is sought for. These are described in the relevant Chapters in this manual.
2. Knowledge of the administrative procedures pertaining to that test/check
3. For an initial examiner authorisation practical training in the examination of the test profile sought is required.
4. An examiner certification acceptance test flight with an inspector or senior examiner designated by the authority, e.g. for TRE this is to be the type skill test.

4.1.2.3 Skill Test/Prof Check Standards

Standards of performance are central to a consistent conduction of tests and checks by examiners throughout EASA member states:

1. Examiners shall consistently apply Part-FCL standards during a test/check. However, as the circumstances of each test/check conducted by an examiner may vary, it is also important that an examiner's test/check assessment considers any adverse condition(s) encountered during the test/check.
2. It is emphasised that test/check applicants should concern themselves only with flying and operating the Helicopter to the best of their ability. Definition of and compliance with the test standards is the responsibility of the examiner. The test standards are depicted in Chapter 5 as a reference for the examiner and applicant.
3. The examiner 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 at risk.
4. Throughout the flight compliance with briefing/checklists, procedures, anti-icing & de-icing precautions, airmanship, ATC liaison and compliance, RT procedures, flight management and MCC (where applicable) will be assessed.
5. Examiners are reminded that applicants may appeal against the conduct of any test/check in accordance with EASA regulations and the procedure in the Malta Air Navigation Act, and its associated Regulatory Instruments.

Note: The examiner shall be the Pilot-in-Command, except in circumstances agreed by the examiner.

4.1.2.4 Pre-flight briefing

Refer to the **EASA Flight Examiner Manual Module 1 – Section 13**

4.1.2.5 Airmanship

Refer to Appendix 4

4.1.2.6 Oral questions

Refer to Appendix 7

4.1.2.7 Pass/Fail criteria

Refer to Appendix 11 for the definition of strong and weak elements of performance and Appendix 1 for Assessment System.

The Examiner must check Part-FCL references for pass/fail criteria relevant to the test conducted. In general, the guidance is in the case of multi-pilot aeroplanes, the applicant shall pass all sections of the skill test or proficiency check. Failure of more than five items will require the applicant to take the entire test or check again.

Any applicant failing five or fewer items shall take only the failed items again. Failure in any item during the re-test or re-check, including items previously passed, will require the applicant to take the entire test or check again.

Satisfactory performance

The ability of an applicant to safely perform the required assignments is based on:

1. Performing the assignments specified in the Examiner's manual for the licence or rating sought within the approved standards
2. Demonstrating control of the Helicopter and flight with the successful outcome of each assignment performed never seriously in doubt
3. Demonstrating sound judgement and crew resource management and single-pilot competence if the Helicopter is type certificated for single-pilot operations

Unsatisfactory performance

Consistently exceeding the relevant tolerances or failure to take prompt, corrective action when tolerances are exceeded is indicative of unsatisfactory performance. The tolerances represent the performance expected in good flying conditions. Any action or lack thereof, by the applicant, who requires corrective intervention by the Examiner to maintain safe flight, shall be disqualifying. If a repeated item is not clearly satisfactory, the Examiner shall consider it unsatisfactory

Examiner standardisation

The check shall be rated with a **'pass'**, provided that the applicant demonstrates the required level of knowledge, skill or proficiency and, where applicable, remains within the flight test tolerances for the licence or rating. The check shall be rated with a **'fail'** if any of the following applies:

a) the flight test tolerances have been exceeded after the Examiner has made do allowance for turbulence or ATC
b) instructions;
c) the aim of the test or check is not completed;
d) the aim of exercise is completed but at the expense of a safe flight, violation of a rule or regulation, poor airmanship or rough handling;
e) an acceptable level of knowledge is not demonstrated;
f) an acceptable level of flight management is not demonstrated;
g) the intervention of the Examiner or safety pilot is required in the interest of safety.

The check shall be rated with a **'partial pass'** in accordance with the criteria shown in the relevant skill test appendix of Part-FCL.

4.1.2.8 Post flight - debriefing

Refer to the EASA Flight Examiner Manual Module 1 – Section 16

4.1.2.9 Complaints and Appeals

If at any time during or after the test a complaint of serious nature is made by an applicant concerning the conduct of his test/check, the Examiner shall not become involved into a discussion with the applicant. Complaints or appeals shall be dealt with according to the Malta Air Navigation Act, and its associated Regulatory Instruments and PEL Notice 57.

4.1.3 Examiner Assessment of Competence

Refer to:

- EASA FEM
- AMC1 FCL.1020 Examiners assessment of competence

4.1.3.1 General

4.1.3.1.1 Definitions

- 'Inspector': the inspector of the competent authority conducting the Examiner competence assessment;
- 'Examiner applicant': the person seeking certification as an Examiner;
- 'Candidate': the person being tested or checked by the Examiner applicant. 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.

4.1.3.1.2 General

The competent authority may nominate either one of its inspectors or a senior Examiner to assess the competence of applicants for an Examiner certificate.

The aim of the Examiner AoC is for the Examiner to demonstrate his competence to exercise the privileges of an Examiner certificate. Should an Examiner fail an Examiner AoC, they will be presented with the Examiner report form TM/CAD/0141, and shall undergo suitable retraining, as determined by the Head of Training of an ATO and agreed with the Head of Personnel Licensing before being retested. The assessment shall be performed on the same class or type of aircraft or FSTD used for the flight instruction.

If a person holds certification on more than one type of aircraft in the same category or Instructor certificates the AoC taken on one of those types shall revalidate the certification for the other types held in the same category.

For the purposes of an Examiner AoC, the crew under test/check shall be representative and properly constituted unless accepted by the Head of Personnel Licensing. The crew under test/check shall not normally contain a Senior Examiner (SE), or another Examiner. CAT operators shall also refer to ORO.FC.230.

When the Examiner AoC is conducted in a simulator for the initial issue or revalidation of an Examiner certificate the test/check shall be a skill test, licence proficiency check, operator proficiency check or a combination of these.

For operators conducting the Examiner AoC within a mixed implementation EBT programme, the Examiner AoC may be conducted within the evaluation and manoeuvres validation phase. The EBT module shall contain items detail in A9.10 of this Appendix within the EVAL and MV phases of the module. An Examiner AoC cannot be conducted in the SBT phase of any mixed implementation EBT module.

Human factors shall always be assessed appropriately so that an Examiners effectiveness in assessing non-technical skills and pilot competencies can be confirmed. (Refer to Appendix 6 Human Factors)

When arranging a test, the Examiner shall ensure that there is sufficient seating for all occupants in the simulator and that the TMCAD Inspector or SE is able to listen to all communications.

When an Examiner adds or transfers to a different aircraft type, he may qualify on that type as an Examiner however an AoC may be required.

4.1.3.1.3 The Format of the Examiner AoC

The TM-CAD Inspector or SE will brief the examiner under assessment, detailing the purpose and format of the assessment. He will then introduce himself to the crew and explain his presence.

Prior to the Simulator detail, the examiner under assessment will, in accordance with the EASA FEM Module 8:

a) Give a Health and Safety briefing for the briefing room
b) Brief the crew for the test/check.
c) Check the crew's licenses at an appropriate stage of the briefing.

4.1.3.1.4 Conduct of the test/check

Items from the related training course and test or check schedule will be selected by the TMCAD Inspector or SE for examination of the 'candidate' by the Examiner applicant. Having agreed with the inspector the content of the test, the Examiner applicant will be expected to manage the entire test The TMCAD Inspector or SE will then brief the Examiner under assessment, detailing the purpose and format of the assessment and will then go on to introduce himself to the crew and explaining his presence.

Prior to the Simulator detail, the Examiner under assessment shall brief the crew for the test or check, in accordance with the EASA FEM. The Examiner under assessment will:

- If an FFS is used, check that it is EASA approved and for skills tests and renewals that the ATO has additionally approved the device for use. For OPC's, the training organisation shall also have approved the device for use as part of their management system.
- Complete the initial entry in the technical log
- Check the serviceability of the simulator, both visually and with regards to the technical log
- Give a Health and Safety briefing for the simulator even if it is day two of the check
- Make effective use of available simulator functions and time to create realistic training and checking. Use standard radiotelephony and correctly simulate the Air Traffic Control (ATC) environment and procedures.

Note: Simulator safety is particularly important as direct access to the outside world is removed when the motion is turned on. Knowledge of escape procedures and safety devices is vital, as a fire inside the simulator can be fatal. The Examiner is under assessment, and as such the TMCAD Inspector or SE has the responsibility to assess the entire Health and Safety briefing no matter how familiar with the device he may be.

The test/check is a two-attempt test/check. The applicant shall fly all items at attempt number one (first attempt) prior to retesting any item (attempt number two). There may be some exceptions. When conducting the test/check in an aircraft, it may be inappropriate or impossible to complete the first attempt due to ATC or external influences. This flexibility would not be appropriate or required during FSTD testing/checking.

If the skill test/proficiency check is terminated for reasons considered adequate by the Examiner only those sections not completed shall be tested in a further flight. If any items were failed on the first flight, all items not completed on the first attempt shall be tested separately, before any retest is undertaken.

If an applicant fails to achieve a satisfactory standard in an item, he will be re-tested in that item. Such re-tests shall be indicated on company training records and the TMCAD form. The Examiner may stop the test/check at any stage if it is considered that the applicant's competency requires a complete re- test or re-check

UPRT

Refer to Airplane Upset Prevention & Recovery Training Aid (AUPRTA) and AMC2 to Appendix 3; AMC1 to Appendix 5. For licensing purposes, this is not a mandatory test or proficiency check item. However, Examiners shall check that training in these items have been completed prior to completing a skills test. Additionally, Examiners shall periodically test skills. UPRT exercises shall be completed in the pilots normal operating seat and each pilot tested as PF.

4.1.3.1.5 Post-simulator or Flight Procedures

a) Immediately after exiting the simulator or returning to the briefing facility, the crew shall be encouraged to retire to a suitable rest area. No indication of the test result shall be given at this stage.
b) The Examiner under assessment will complete the simulator or aircraft technical log.
c) The Examiner under assessment will be given time to review his contemporaneous notes and then give the TMCAD Inspector or SE a summary of his assessment.
d) Then the TMCAD Inspector or SE will give the Examiner under assessment time to formulate his debriefing.
e) The Examiner under assessment will debrief the crew.
f) When the Examiner under assessment has completed his debriefing, the TMCAD Inspector or SE may discuss and clarify any points arising from the detail.
g) The Examiner under assessment will have an oral check of knowledge of rules and regulations pertaining to privileges i.e. Part-FCL Subparts F, J and K, TMCAD additional guidance, policy and procedure
h) The TMCAD Inspector or SE will check the correct completion of check forms, certificates of revalidation etc.
i) The TMCAD Inspector or SE will debrief the Examiner under assessment.

4.1.3.1.6 TMCAD Inspector or SE Administration Procedures for an Examiner AoC

After an Examiner AoC has concluded, the TMCAD Inspector or SE will complete a Form TM/CAD/0141 including details of the Assessment conducted, a narrative on performance of the Examiner and award grades in accordance with the Examiner competencies and performance markers.

Pass: Complete Form TM/CAD/0141 and e-mail to cadpel.tm@transport.gov.mt

Fail: Examiner Assessment of Competence Report Form TM/CAD/0141 – 1 copy shall be given to the Examiner under assessment, one copy to Examiners and one copy to be retained by the TMCAD Inspector or SE.

4.1.3.2 Monitoring of Examiners

To fulfil the EASA requirements to standardise all Examiners, Part ARA.FCL.205, TMCAD will assess and record the observed competencies of all Examiners during initial, renewal and revalidation of the Examiner certificates. The resulting information will provide TMCAD with valuable information to be used as feedback to the Senior Examiner and Training Inspector community. Any specific identifiable areas would be addressed during seminars for the examining community. All personal data will be handled in accordance with EU Data Protection Act 2016/679.

As per ARA.FCL.205, TMCAD have the obligation to develop an oversight programme to monitor the conduct and performance of Examiners who hold a Malta certificate but also those exercising their

privileges in Malta.

All Examiners certified by Transport Malta undergo an Examiner assessment of competence by a TMCAD inspector or senior Examiner approved by TMCAD. The oversight of these Examiners is conducted by :

- Analysing examination documentation provided and if required a discussion on the conduct of the test or check is held with the Examiner,
- Observed during aircraft checks, by a TMCAD inspector or a senior Examiner
- The oversight frequency is based on the perceived risk of the following elements
- Problems have been identified in documentation or communication
- Indications that an Examiner is not conducting the skill tests, proficiency checks or assessments of competence in accordance with the requirements or is not showing a professional conduct
- Number of tests conducted
- Number of privileges
- Number of authorisations
- If activity is conducted in the aircraft or simulator
- Whistle-blower reports

Grading of Examiners is based on the competencies stated in Examiner Competence Framework. The result of all the data gathered may require that the Examiner is overseen more frequently than once every 3 years Examiners will be advised of this ad-hoc assessment as and if required.

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5.4.1 Examiner Competence Framework

Note: The competencies in Column 3 are in addition to those in Column 2, whilst those in Column 4 are in addition to those in 2 and 3

Competence	1 - Requiring Improvement	2 - Basic Standard	3 - Good	4 - Very Good
Briefing	• 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	• 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	• 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	• 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	• 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	• 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	• 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	• 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	• 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	• 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	• Assess good/poor performance • Assesses the cause behind good/poor performance • Accurate assessments • Standards are well applied • Few missed items	• 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	• 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	• 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	• 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	• 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	• Poor standard of regulatory and theoretical knowledge	• Basic standard of regulatory and theoretical knowledge	• Good standard of regulatory and theoretical knowledge	• Excellent standard of regulatory and theoretical knowledge

4.2 Validity, Revalidation and Renewal of Examiner Certificate

Refer to FCL.1025

4.2.1 Examiner Validity

TRE and SFE certificates shall be valid for three years, valid until the last day of the month and shall be revalidated in accordance with Part-FCL Subpart K. Consequently, an instructor (SFI/TRI) who is also an Examiner may have different expiry dates for the two qualifications.

Examiners shall note that examining privileges may only be exercised when the corresponding instructor qualification is valid.

To maintain the privileges of an Examiner certificate an Examiner shall conduct at least 6 skill tests, proficiency checks or assessments of competence before the expiry date of the certificate. In the event that this recency is not met the Examiner may be observed conducting a skill test, proficiency check or assessment of competence under the supervision of TMCAD Inspector or a SE accepted for the purpose who would then confirm the Examiner's competence to exercise privileges.

Examiner medical status

It is the responsibility of Examiners to notify cadpel.tm@transport.gov.mt immediately of any changes to their medical fitness that may affect the validity of the certificate and any privileges attached. A TRI/TRE who encounters a loss of Class 1 medical certification may continue to conduct tests in an FFS **only** under the following circumstances:

- The TRI/TRE has FFS privileges on existing certificates;
- Respective SFI and SFE certification has been applied for and in process;
- Validity requirements to hold and exercise an SFI and SFE are complied with;

Once an SFI/SFE has been issued, they may remain on an Examiners licensing certificate and the SFI/SFE privileges may be exercised at any time provided the validity requirements of the SFI and SFE as defined in Part-FCL subpart J and K are fulfilled. Upon regaining Class 1 medical certification the Examiner may apply for re-instatement of their TRI and TRE privileges, provided the validity requirements of a TRI and TRE as defined in Part-FCL subpart J and K respectively are fulfilled.

4.2.2 Examiner Revalidation

An Examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:

- have conducted at least six skill tests, proficiency checks, assessments of competence or EBT evaluation phases during an EBT module referred to in point ORO.FC.231 of Annex III (Part-ORO) to Regulation (EU) No. 965/2012;
- The Examiner shall have attended an Examiner Refresher Course provided by TMCAD or by an approved ATO during the Last year of validity;
- One of the skill tests, proficiency checks, assessments of competence or EBT evaluation phases conducted in accordance with (a) within the last 12 months of the validity period will be observed by a TMCAD inspector or by a SE specifically authorised for this purpose. When arranging this Examiner AoC, the Examiner shall ensure that there is sufficient seating for all occupants in the simulator or aircraft and that the TMCAD inspector or by a SE is able to listen to all communications.

Examiners may plan arrangements for the Examiner AoC at any mutually convenient time during the 12 months preceding the expiry date. The new validity will run for three years from the expiry date of the current certificate.

The Examiner AoC shall be conducted in accordance with the format as described in Section 4.1.3.

In addition to the three-yearly Examiner AoC, TMCAD inspector or a SE will make routine interim checks, sometimes without notice. The purpose of these is primarily liaison and standardisation; however, continued certification will depend on a satisfactory standard as an Examiner being observed.

When the applicant for the revalidation holds privileges for more than one type within the same Examiner category, combined revalidation of all types shall be achieved when the applicant passes an assessment of competence on one of the types and meets the recency requirements for the other types.

With the prior approval of Head of PEL, Examiners who hold privileges for more than one Examiner category, combined revalidation of all privileges may be achieved when the Examiner complies with recency requirements for each Examiner category, attended Examiner seminars appropriate to their privileges, and an Examiner assessment of competence for one of the categories of Examiner.

The Examiner shall demonstrate continued compliance with FCL.1010 - Prerequisites for Examiner and FCL.1030 Conduct of skill test, proficiency checks and assessments of competence.

If the Examiner AoC is conducted in the simulator then the Examiner privileges will be restricted to simulator only. This restriction will be lifted when the Examiner has conducted an Examiner AoC in the aircraft. If the

Examiner has both simulator and aircraft privileges, the Examiner AoC conducted in the aircraft will automatically revalidate the simulator privileges. Aircraft privileges may be revalidated in an FFS provided an initial AoC had been completed in an aircraft. If the TRE aircraft privileges are revalidated in an FFS, the AoC shall include an in-seat exercise simulating aircraft examining.

4.2.3 Examiner Renewal

If an Examiner certificate has expired, the applicant will be required to attend an Examiner Refresher Course and undertake an Examiner AoC. The expiry of the certificate shall be three years, from the date of the Examiner AoC including the remainder of the month. (Note: an Examiner Refresher Course is valid for one year)

It is expected that the candidate undergoes internal training and observes and conducts LST or Proficiency Check details under supervision prior to demonstrating competence at an Examiner's AoC. The number of details would be at the discretion of the ATO depending on relevant experience.

4.2.4 Examiner Refresher Course

The Examiner Refresher Course will provide refresher training to Examiners that covers their knowledge and practical understanding of all elements of the Examiner standardisation course syllabus as detailed in AMC1.FCL.1015. It shall also cover changes in regulation and policy which have occurred since the delegate Examiner completed his or her initial Examiner standardisation course or last course and include subjects as promulgated periodically as required by TMCAD.

Requirements for Examiner Refresher Courses are as follows:

- An ATO must hold a specific approval from TMCAD to conduct Examiner Refresher Courses. These are required to be monitored as part of TMCADs management system and shall be periodically audited.
- An Examiner Refresher Course will normally be a full day course and Examiners shall attend the whole of the course to gain maximum benefit from sharing feedback and experience, courses are ideally held with several candidates present. This will be subject to TMCAD oversight. If one-off seminars are required for individuals, TMCAD shall be informed.
- The facilitator of the Examiner Refresher Course shall either be a TMCAD Inspector or a TMCAD Senior Examiner. Other persons may be accepted at the discretion of TMCAD. Persons shall be nominated by the ATO for the purpose.
- An Examiner Refresher Course does not usually fulfil any requirements to attend an instructor refresher seminar, however some ATOs may incorporate an acceptable element of instructor refresher alongside the Examiner elements within this course.

- An Examiner shall attend an Examiner Refresher Course in the last year of their validity period. Whilst not a formal requirement, it is recommended that Examiner attend an Examiner Refresher Course prior to conducting an assessment of competence.
- The ATO shall establish a procedure with TMCAD for informing TMCAD of an individual's attendance at an Examiner Refresher Course, for example a Course Completion Certificate. Once completed, this shall be sent by the candidate or the ATO to cadpel.tm@transport.gov.mt with the respective application for revalidation of an Examiner certificate.

Minimum required syllabus:

- A review of the full contents of the Examiner standards course
- Information on the national administrative procedures including designation for the skill tests, licence endorsements when revalidating or renewing a licence,
- Correct filling of forms,
- Data protection regulations
- Liability, accident insurance and fees,
- The Examiner differences document,
- Retention of documents,
- Vested interests of Examiners.
- Procedure for the conduct of assessments of competence
- Applicability of appeal procedures under TMCAD Regulations and Procedures.
- Examiner briefing and debriefing techniques incorporating Human Factors, TEM, facilitation.
- Health and safety
- Information on new regulations concerning Examiners (if applicable)
- Additional content as advised by the TMCAD PEL unit, for example sector risk information.

CHAPTER 5 – EXAMINER RESPONSIBILITIES

Refer to EASA FEM

- Module 1 General Section 12 Test Administration
- EASA FEM module(s) specific to their Examiner privilege
- Module 1 General Section 10 Communication with the Candidate

The Examiner shall conduct each skill test or proficiency check in such a manner as to conform to the guidance given by TMCAD and ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required by the test/check. An Examiner will be responsible for the following:

- Assessing and developing the technical and non-technical competence of flight crew.
- Ensuring that the operator's test/check complies with legal requirements.
- Supplying feedback to the company.
- Complying with the current PEL Notice 66.
- Being a role model for the crew under check
- Ensuring needs of the crew and general welfare of all personnel are met.

The applicant for a Skill Test or Proficiency Check shall have completed any required training courses, theoretical knowledge examinations, remedial instruction or refresher training at an ATO as required. The Examiner shall determine that the applicant is eligible to take the test or check. He shall check that prior to an LST all the practical training has been completed and initialled by the instructor. Prior to all renewals there is a requirement for an assessment to be made by an ATO regarding refresher training. The extent of the refresher training is determined by the ATO and shall comply with AMC1 FCL.740(b). This will require the ATO to issue the applicant with either a certificate or other approved documentation confirming that the assessment of training has been conducted and that any training deemed necessary has been carried out. Even if the ATO concludes no refresher training is required the certificate or other approved documentation must be issued. Therefore, the Examiner shall not conduct any renewals unless the applicant presents such documentary evidence.

The mandatory items to be covered in the skill test/proficiency check are identified in TMCAD forms. During a proficiency check the Examiner shall verify an acceptable level of competence according to the minimum standards required by Part-FCL of the Aircrew Regulation.

5.1 General Responsibilities

Holders of an Examiners certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the competent authority is not the same as that which issued the Examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's competent authority.

All non-Malta Examiners conducting skill tests, proficiency checks or assessments of competence on Malta licence holders are required to be fully conversant with TMCAD procedures and shall refer to the EASA Examiner Differences Document on the EASA website, FCL.1015(c). Also, the Examiner to inform the competent authority of the applicant of their intention to conduct the skill test, proficiency check or assessment of competence and of the scope of their privileges as Examiners.

TMCAD has developed procedures to designate Examiners for the conduct of skill tests (ARA.FCL.205(c)).

5.1.1 Conduct of the test/check/AoC - General

When conducting the test/check or AoC Examiners shall;

- ensure no language barriers exist;
- ensure the applicant complies with all the qualifications, training, and experience requirements;
- ensure the applicant has completed at least 10 route sectors as pilot of the relevant type or class of aeroplane, or one route sector with an Examiner during the period of validity of the rating. This may be done during the test and shall consist of a take-off, departure, a sector of not less than 15 minutes, arrival, approach and landing. The Examiner shall ensure that a complete cycle of normal checks has been carried out;

  Note: A pilot working for a Part-OPS approved commercial air transport operator who has passed the OPC combined with an LPC is exempt from this requirement.

  - ensure the applicant is made aware of the consequences of providing incomplete, inaccurate, or false information related to their training and flight experience;
  - revalidate the IR(A) as part of a combined type and IR skill test or proficiency check.

5.1.2 Licensing Skill Test and Licensing Proficiency Check Items

The skill test for a type rating shall be carried out when all the training elements have been satisfactorily completed. These items are shown on the left-hand side of the bold line and titled “practical training”. The instructor will have signed the relevant boxes once a satisfactory standard has been achieved. The Examiner may test any item but shall include those items marked “M” which are mandatory.

The applicant shall pass all items of the skill test within six months of commencing the type rating course. The application for the rating shall be made within six months of passing the skill test. Before a skill test is performed, Examiners shall check that all the practical training has been completed within the previous six months.

A proficiency check is valid for one year from the date of the check including the remainder of the month. If the proficiency check is carried out within three months of the expiry of the rating, then the new expiry of the rating is one year from the current expiry.

5.2 Administration

Some of the following administration procedures may apply:

- Pilot licence – sign if so authorised.
- Applicable TM/CAD/0161 form complete and copy as required.
- Skill Test - cannot exercise privileges until rating received from PEL Department
- When conducting a renewal, if the rating has been removed from the ratings page then the Examiner cannot sign the licence and must complete the appropriate TM/CAD/0161 form. An Examiner may sign a certificate for revalidation for a rating that is expired for up to three years, but the rating must be in the ratings page of the licence and prior permission was sought by TMCAD to do so.
- Company Check Form (if applicable).
- Company notification (crewing etc).

5.2.1 Report writing, grading and competencies

Appendix 1 gives guidance for the evaluation of competencies and the requirement to assess both technical and non-technical skills. Many operators and ATOs create their own technical and non-technical competency matrix and this is normally used to grade pilots for overall competency, indeed operators and ATOs are encouraged to do so. Whichever performance markers are used or whatever grading or report writing methodology is employed, the report written by the Examiner at the conclusion of the test/check shall accurately reflect the result and the content of the debriefing and clearly indicate any performance deficiencies.

5.2.2 Retention of records

As stated in Section 1.5, after completing the test/check or AoC Examiners shall maintain records for a period of five years for all skill tests, proficiency checks and assessments of competence performed and their results. This record shall show the date of the event, the applicant's name, type of event, the aircraft or simulator code used, the result and confirmation that the licence was signed.

CHAPTER 6 - CONDUCT OF LICENSING SKILL TESTS AND PROFICIENCY CHECKS

6.1 General - Licencing

6.1.1 The applicant for a Licencing Skill Test or Proficiency Check shall meet the requirements and the Examiner shall determine that the applicant is eligible to take the test or check as explained below:

i. He shall check that prior to an LST all the practical training has been completed and initialled by the instructor.

ii. Prior to all renewals there is a requirement for an assessment to be made by an ATO regarding refresher training. The extent of the refresher training is determined by the ATO and shall comply with AMC1 FCL.740(b)(1). This will require the ATO to issue the applicant with either a certificate or other approved documentation confirming that the assessment of training has been conducted and that any training deemed necessary has been carried out. Even if the ATO concludes no refresher training is required the certificate or other approved documentation must be issued. Therefore, the Examiner shall not conduct any renewals unless the applicant presents such documentary evidence. *NOTE: Examiner shall not sign the licence unless prior permission to the relevant authority was sought as required by the Examiners Difference Document. If no permission was sought the applicant must apply to the authority for the licence re-issue.*

6.1.2 The mandatory items to be covered in the skill test/proficiency check are identified in Form TM/CAD/0161.

6.1.3 The Examiner shall conduct each skill test or proficiency check in such a manner as to conform to the guidance given by FCL.1030 and this document and ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required by the test/check.

6.1.4 During a proficiency check the Examiner shall verify an acceptable level of competence according to the operators grading system and the minimum standards required by Appendix 9 to Part-FCL of the Aircrew Regulation.

6.2 Aim of the test/check

6.2.1 The aim of the test/check is to:

- determine whether, by practical demonstration, the applicant has reached/maintained the required level of technical and non-technical competence for the rating;
- improve the standards of instruction and training by feedback of those exercises and procedures which are commonly failed; and
- ensure that safety operational standards are maintained, and where possible improved, throughout the aviation industry, by requiring the demonstration of technical and non-technical competency.

6.3 Licensing Skill Test and Licensing Proficiency Check Items

Refer to EASA FEM

- Module 5.1 Section 6 -MPA Skill Test and Proficiency Check items
- Module 5.2 Section 6 - HPA-COMPLEX(A) Skill Test and Proficiency Check items

6.3.1 Licensing Skill Test: The applicant shall pass all items of the skill test (see assessment system in A.1.3 below) within six months of commencing the type rating course. The application for the rating shall be made within six months of passing the skill test.

For both MPA and SP HP(A) the test will grant an Instrument Rating for the type and may be combined with the OPC.

When a skill test is performed Examiners shall check that all the practical training has been completed within the previous six months.

Note: Form TM/CAD/0161 may be used for both evidence completion of the minimum required training items and for recording items tested.

6.3.2 Licensing Proficiency Check: All above applies except that the left-hand portion of the form “practical training” can be ignored, as can the items marked “M Skill test only”.

Items 3.4.0 to 3.6.9 – for non-EBT, the Authority recommends that an Examiner shall rotate the six selected items to ensure that all items are checked over a three-year period or as agreed with the operator’s FOI. AMC1 ORO.FC.230(a)(4)(i)(A) requires non-ATQP operators to establish an aircraft/FSTD training programme which ensures that all major failures of aircraft systems and associated procedures will have been covered in the preceding three year period.

Note: Three items are the minimum number of items from each of the two groups.

Operators that conduct their recurrent training and checking programme as part of an approved ATQP or EBT Mixed Implementation/ Baseline EBT may have an alternative training programme.

6.3.3 Skill Test/Proficiency Check Retraining

Following a partial pass the Examiner may recommend additional training. After a failed test or check retraining is mandatory as determined by the Examiner. This retraining can be given at any appropriate time but shall be completed before any re-test items are flown. There is no limit to the number of skill tests/proficiency checks that may be attempted. (A company may have its own policy on the matter).

6.4 Conduct of the test/check – Appendix 9 - TM/CAD/0161

6.4.1 The items marked M (mandatory) on form TM/CAD/0161 and in Part-FCL Appendix 9 show the minimum practical exercises that shall be tested/checked. At the discretion of the Examiner additional items may be selected from the "practical training" to be tested/checked and are encouraged to do so. If additional items are to be included in the test/check, they shall be briefed, although it is not necessary to be prescriptive. TM/CAD/0161 only defines the technical requirements of training and testing in accordance with Appendix 9; non-technical competency shall be incorporated and assessed throughout in accordance with Part FCL Appendix 9.

6.4.2 The test/check is a two-attempt test/check. The applicant shall fly all items at attempt number one(first attempt) prior to retesting any item (attempt number two). There may be some exceptions. When conducting the test/check in an aircraft, it may be inappropriate or impossible to complete the first attempt due to ATC or external influences. This flexibility would not be appropriate or required during simulator testing/checking.

6.4.3 Failure in more than five items at the first attempt will require the applicant to take the entire test/check again. Any applicant failing not more than five items shall take the failed items again.

6.4.4 Failure in any item of the re-test/re-check (attempt number two) including those items that have been passed at a previous attempt, will require the applicant to take the entire test/check again.

6.4.5 **Attempt 1**: If the applicant is in the process of completing his first attempt at the test/check and he fails an item that he has previously passed, it is now recorded as a fail at attempt number one.

Attempt 2 and Retest of items: Part-FCL states "failure in any item of the re-test/re-check including those items that have been passed at a previous attempt will require the applicant to take the entire test/check again". This means that the attempt number one shall have been completed in total.

If there are any failed items, the Examiner carries out attempt number two. Now the rule applies. It is therefore advisable to avoid flying a manoeuvre that the applicant has already passed. For example, by giving the other pilot some of the flying (in an aircraft the Examiner can take control) up to the point of the item to be re-tested. In a simulator, the aircraft could be airborne repositioned and put in position freeze until the applicant has settled down, or in the case of a failed go-around use a different type of approach to any previously assessed as a vehicle to get to minima. However, if the candidate is going to fly something previously passed and it is to be assessed, the applicant shall be briefed accordingly. Retest item(s), attempt number two shall not be repeated.

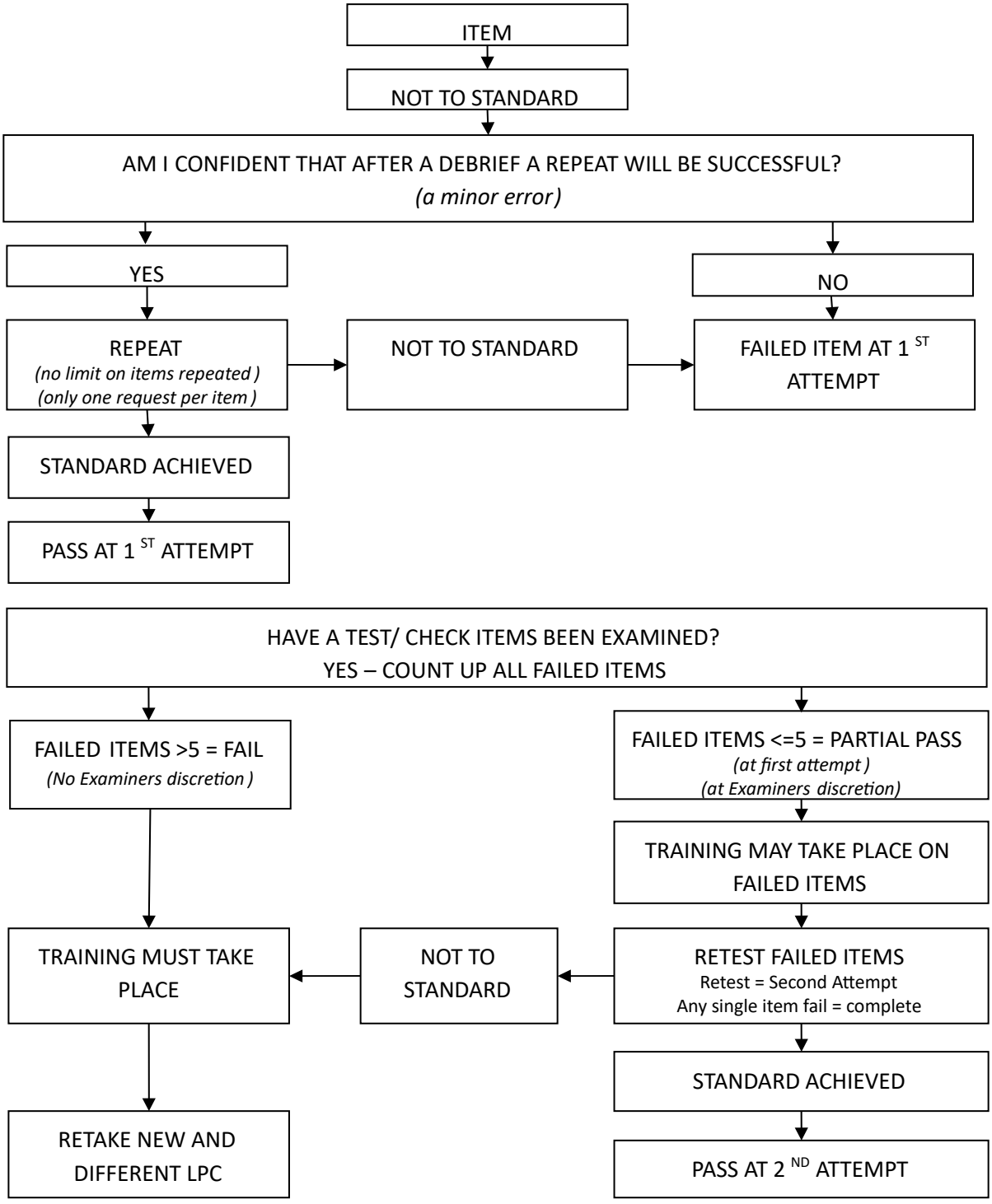
6.4.6 If the skill test/proficiency check is terminated for reasons considered adequate by the Examiner only those sections not completed shall be tested in a further flight. If there is a good reason that a check cannot be continued, the applicant may return to line operations providing that the applicant has not failed any item, and the rating has not expired. If any items were failed on the first flight, all items not completed on the first attempt shall be tested separately, before any retest is undertaken.

6.4.7 If an applicant fails to achieve a satisfactory standard in an item, he will be re-tested in that item. Such re-tests shall be indicated on company training records and the TM/CAD/0161 form. The Examiner may stop the test/check at any stage if it is considered that the applicant's competency requires a complete re-test or re-check.

6.4.8 **Repeats**: At attempt number one the Examiner may use his discretion to repeat any item(s) of the test/check once. The option to repeat any item is not a right of the applicant. As general guidance, the Examiner shall only exercise his discretion to repeat an item when they consider that the applicant has made a minor error and the applicant is aware of the issue and how to resolve without requiring training input. This discretion shall not be used if further training is required. If retraining is required it shall be done prior to a retest, i.e. a second attempt. Repeats may not be carried forward to another simulator detail/flight, unless the test was originally planned as a two-day event. If an Examiner decides that a repeat is appropriate in any item, it would not usually be passed to day 2. If this cannot be resolved within the same detail, the Examiner shall consider awarding a fail in that item to ensure the crew member does not exercise the privileges of their rating until the issue is resolved. Repeats shall not be passed on to another Examiner.

6.4.9 Although technically all items of the test schedule may be repeated once, this is not in the spirit of the repeat discretion. If the applicant's performance is such that several items need repeating, the candidate is clearly not up to the required standard and the discretion to repeat shall not be exercised further. Repeats are not recorded on the relevant TM/CAD/0161 form but shall be recorded on company paperwork.

6.4.10 Pass / Repeat / Fail Flow Diagram



6.4.11 Should the Examiner consider that the applicant was not performing satisfactorily due to any external influence or distraction then the exercise shall not be assessed. An example of this may be noisy engineering work outside of a simulator.

6.4.12 If a pilot has presented himself for check and has not declared himself unfit prior to the test, it is reasonable to assume that he would have presented himself for a flight. It is not acceptable post-test for him to complain that he was unwell.

6.4.13 The skill test/proficiency check format for the test/check is intended to simulate a practical flight where possible, i.e. a commercial air transport flight. Planning and preparation shall be completed by the crew using routine planning material in accordance with normal operating procedures. In flight, the applicant shall use the normal charts and plates or EFB as per the company's operation. It is not acceptable to use "home-made" line drawings or photocopied material, which has been customised or highlighted.

6.4.14 Skill tests and proficiency checks shall not be conducted on a flight for the purpose of commercial air transport or public transport of passengers.

6.4.15 The test/check for a multi-pilot aeroplane or SP HP(A) operated to multi-pilot operations shall be performed in the multi-crew environment and another applicant or another pilot may function as a second pilot. If an aeroplane rather than a simulator is used for the test/check, the second pilot shall be the Examiner.

An applicant for the initial issue of a multi-pilot aeroplane type rating or ATPL(A) shall be required to operate as "pilot flying" (PF) for all Mandatory items of the test. In addition, the applicant shall demonstrate the ability to act as "pilot monitoring" (PM).

6.5 Conduct of the Examiner

6.5.1 The Examiner may change the sequence of sections or manoeuvres to achieve an orderly and efficient flow of a practical flight having regard to the existing conditions or circumstances but shall not miss out any items. Examiners shall ensure that the test/check is completed efficiently and without wasted time.

6.5.2 Should a flight test/check not proceed as briefed the Examiner shall remain flexible and alert to achieving as much as possible in the changed circumstances. In an aircraft, it is acceptable to briefing applicants during the exercise for a change to the requirements, but the Examiner shall ensure the applicant fully understands and accepts the changes otherwise the flight shall be suspended.

6.5.3 It is essential that all Examiners apply a common standard. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each Examiner shall consider all aspects when assessing the flight.

The Examiner shall exercise sound judgement and impartiality throughout. To assist with this, each Examiner shall maintain a record of the test/check so that all aspects may be debriefed comprehensively.

6.5.4 Most pilots will dislike the prospect of being tested/ checked. Some applicants may become nervous which might affect their performance. The attitude and approach of the Examiner can do much to overcome these difficulties. The Examiner shall establish a friendly and relaxed atmosphere, which will enable the applicant to demonstrate his abilities fully. A severe or hostile approach by the Examiner shall be avoided.

6.6 Training and testing

6.6.1 Proactive Training

When carrying out the mandatory proficiency check items 3.4 to 3.6 selected from the form TM/CAD/0161 and combining this test/check with an OPC, AIR OPS requires an element of training as well as checking.

As per AMC1 ORO.FC.230 (4)
“The recurrent aircraft/FSTD training of a single task or manoeuvre should be separate from and should not take place at the same time as, an operator proficiency check of the item.”

6.6.2 Training Input during LPC/OPC Brief

Many operators use a large proportion of the pre-test/pre-check briefing time to deal with ‘discussion or training items’. These may have been pre-notified if the applicants are expected to have revised the topics in question, and their purpose is to test/check, refresh and improve knowledge. The topics may also be preparatory, in a general sense, to the practical test/check, which is about to take place. This may satisfy the requirements for an oral examination as part of the skill test/proficiency check.

It is essential to be clear with the applicants in the opening part of the Examiner’s briefing which elements of the day’s proceedings are to be assessed as part of the test/check.

In simulators, tests/checks are usually based on real-time scenarios, with the distinct benefits of improved realism and the need for crews to make decisions and act accordingly. However, for expedience and time management, it is sometimes necessary to use reposition functions and train or test items outside of a full

scenario. This is acceptable provided the overall test contains an appropriate scenario-based assessment. If repositions are used, the candidate/crew shall be briefed on their new situation and position and the Examiner must ensure that the Situational Awareness of the candidate/crew is maintained by appropriate pre-emptive briefing.

For operators conducting Mixed-Implementation EBT/ Baseline EBT, it is appreciated that those manoeuvres validated within the Maneuvering (MV) phase are largely to test the psychomotor skill and therefore the use of freeze and reposition functions are common.

Any unacceptable reduction in safety margin, unacceptable performance or behaviour shall not be permitted at any time. Such sub-standard performance must be rectified before returning to line operations.

A CAT operator is unlikely to conduct a stand-alone proficiency check; invariably it will be combined with an OPC. It is therefore important when briefing to be specific in defining the purpose of a test/check; e.g. licensing check, operator check or combined licensing/operator check.

In summary:

- Training may not be integrated with testing/checking.
- When training is included, the Examiner shall delineate clearly when moving from test/check to training and vice versa. The frequency of this shall be reasonably contained so that the applicant is not confused.
- The applicant shall know, in advance, what is being assessed.

6.7 Briefing the applicant for a test

6.7.1 Pre-flight Briefing

Refer to EASA FEM

- MODULE 1 GEN Section 13 Pre-flight Briefing
- EASA MODULE 5.1 - MPA Section 3/4/5 Examiner Briefing
- EASA MODULE 5.2- HPA-COMPLEX(A) Section 3/4/5 Examiner Briefing

Note 1: Copies of all relevant TMCAD publications and instructions, company operations manuals, flight manuals, weather charts and appropriate route & approach charts shall be available to the applicant before/during briefing.

Note 2: Examiners are required to check the applicant's licence. It is recommended that this is conducted at an appropriate time, for example when crews are preparing their paperwork. The applicant shall have the type on his licence unless an LST is to be carried out. For a renewal, the check may be conducted, but the Examiner shall not sign the licence

unless prior permission to the relevant authority was sought as required by the Examiners Difference Document. If no permission was sought the applicant must apply to the authority for the licence re-issue.

6.7.2 Applicant's Licence absent

For Malta licence holders, where the applicant for the proficiency check does not present a valid licence for reasons deemed acceptable to the Examiner, the test may be conducted (in a simulator only). If successful, the Licence Section XII/XIII cannot be signed. The applicant shall be told that they cannot exercise the privileges of that rating until they have a valid licence.

The Examiner shall sign TM/CAD/0161 and complete the Form as proof of a completed test/check, insert a clear note in the Examiner Remark part stating, "**Applicant's licence was not presented**" and give it to the applicant for submission to licensing.

Note: this process may be different with other authorities. The Examiner shall check with them prior to the test/check.

6.7.3 Applicant's Medical Certificate expired or absent

For Malta licence holders, where the applicant for the LPC has a valid licence but an expired, missing or suspended medical certificate, the test may be conducted (in a simulator only). If successful, the Section XII/XIII shall be signed in the normal manner. The applicant shall be told that they cannot exercise the privileges of that rating until they have a valid medical.

The Examiner shall sign TM/CAD/0161and complete the form as proof of a completed test/check, adding a clear note in the Examiner Remark part stating, "**Applicant's medical expired/was not presented**" and give it to the applicant for submission to licensing.

An applicant holding a Malta issued EASA licence may hold a medical certificate issued by another EASA member state, but their medical records shall be held by the TMCAD.

Note: this process may be different with other authorities. The Examiner shall check with them prior to the test/check.

6.7.4 Stand-in pilot

If a pilot not under test forms part of the crew, the minimum expected qualification requirements for that pilot in an FFS are as follows:

- A valid licence and rating privileges, or have completed the pre-requisites for the type rating
- A medical certificate is not required, provided there are no health and safety limitations.

If a test is conducted without a fully constituted crew, each crew member is expected to demonstrate competency in their normal operating seat. Exceptions to this may be acceptable, for example: two training captains, a captain not normally acting as PF when operating in the RHS. Two first officers shall complete all handling exercises and scenario-based assessments in their normal operating seat. Exception can be made for scenario-based assessments, but as there are only limited scenarios where two first officers could find themselves operating together, this shall not be routinely scheduled.

In an aircraft, a pilot must hold a valid licence, medical and rating privileges as applicable to occupy a pilot's seat.

6.7.4.1 Jeopardy

The question often arises about what to do should a "stand in" pilot produce an unacceptable performance. The answer is that there is no such thing as "no jeopardy". It may not be appropriate to take away the "stand in" pilot's rating as he is not on test and has not been briefed as such. However, it would also be incorrect to release a pilot to line operations if he has just demonstrated a lack of ability in a particular area. It is recommended that, following a below standard performance, the "stand in" pilot is trained to proficiency prior to being released to line. Words to this effect may be included in the pre-flight briefing. Companies are advised to formalise this process and include it in the company's OM.

6.8 De-briefing the applicant after a test

Refer to EASA FEM

- Module 1 GEN Section 16 Test Debriefing
- Module 5.1-MPA Section 10 Test Debriefing
- Module 5.2 - HPA-COMPLEX(A) Section 10 Test Debriefing

6.8.1 Debriefing structure

The Examiner shall conduct a fair and unbiased review based on observed actions and facts. A debriefing is successful if the pilots have a clear understanding of their performance, particularly in underlying root causes and behaviours that may have led to deficiencies and where they might be improved. It is additionally crucial to reinforce good behaviours, knowledge, skills and attitudes.

Note: If the test/check has been failed, the Examiner shall also remind the applicant of the right of appeal in accordance with ANA Article 91.

Note : With the consent and knowledge of the crew, animated playback systems and video can be used to target and to develop competencies and understand individual and crew performance. Once the debriefing is completed, the video or playback system data shall be deleted unless the participants agree on the contrary.

CHAPTER 7 - TRI /SFI

7.1 Instructor Certificates

Type Rating Instructor (TRI) and Synthetic Flight Instructor (SFI) certificates are issued only in respect of single pilot high performance aeroplanes and multi pilot aeroplanes.

7.1.2 TRI/SFI Endorsements

The below entries shall be stated in the remarks and restrictions (right hand) column of Part XII, to distinguish the type rating instructor privileges:

- if the training is carried out in an FSTD: 'TRI/r' (r=restricted);
- if the TRI training, as specified in point FCL.910.TRI(a)(1), includes the LIFUS training: endorsement as per point (a) and 'LIFUS'; and
- if the landing training, as specified in point FCL.910.TRI(a)(2), is included in the TRI training course: endorsement as per point (a) and 'LT' (LT = landing training).

TRI/SFI endorsements will be entered in the Part XII/XII in the licence once they qualify for TRI privileges on each type of aeroplane for which instructor privileges are sought.

- TRI/SFI certificates are valid for 3 years.
- There is a single entry for each type on which type rating instructor privileges are gained.
- The text to be used for a type will be the same as for the aircraft type rating as taken from the Licence Endorsement columns of the lists on the EASA website and prefixed by 'TRI'.
- The text will be placed in the 'Rating' (left hand) column of the Revalidation.
- Related remarks and restrictions will be placed in the Remarks and Restrictions (right hand) column of Part XII.
- In the case of aircraft certificated for operation by a single pilot, the protocol established for distinguishing where the aircraft concerned is operated in the single pilot role or the multi pilot role or both is:
    - Single pilot role when aeroplane is certified as SP – no remark
    - Multi pilot role only when aeroplane is certified as SP: 'MPO only' in right hand column
    - Single and multi-pilot when aeroplane is certified as SP – no remark

<u>TRI/SFI expiry dates</u>

- **Revalidation:** The new expiry date following the revalidation of an SFI or TRI certificate will be three years from the current expiry date, including the remainder of the month.

- **Renewal TRI(A)/ SFI(A)**: The new expiry date following the renewal of a TRI/ SFI certificate will be three years from the date of the AoC, including the remainder of the month.

7.2 TRI/SFI Examiner – TRE or SFE (a)(5)

7.2.1 FCL.1005.TRE TRE — privileges and conditions

Type rating Examiners for aeroplanes (TREs(a)(5)) assessments of competence for the issue, revalidation or renewal of a TRI or SFI certificate in the applicable aircraft category, provided that they have completed at least 3 years as a TRE and have undergone specific training for the assessment of competence in accordance with FCL.1015(b)

7.2.2 Therefore the following procedure is the policy of TMCAD for Examiners wishing to both extend or retain their privileges to hold (a)(5) and TRI/SFI Examiner.

- Hold a valid ATPL(A), including Type Rating and TRI or SFI Rating: both on the aircraft type to which the approved TRI course relates and is competent to act as a TRI/SFI Examiner;
- Shall be a current TRE or SFE with at least 3 years of experience (simulator or aircraft, as applicable to the TRI tests to be conducted).
- Shall have completed training and been assessed as suitable to conduct of TRI AoC's as defined in the ATO manual to the limit of the Examiners own TRI or SFI privileges.

7.2.3 Form TM/CAD/0178 shall be submitted to cadpel.tm@transport.gov.mt signed by the applicant and the Head of Training of an ATO holding the subsequent course approval.

7.2.4 ATOs shall have procedures acceptable to TMCAD for the training and assessment to conduct TRI or SFI Assessments of Competency.

7.3 TRI/SFI Assessment of Competence

An instructor may hold both TRI and SFI privileges if both qualifications have been applied for, correctly detailed on the licence and licensing certificate respectively and maintained. The revalidation, renewal and recency requirements differ between TRI and SFI and must be adhered to for privileges to be exercised.

Applicants for the issue, revalidation or renewal of an instructor certificate shall pass an assessment of competence in the appropriate aircraft class, type or FSTD to demonstrate to an Examiner qualified in accordance with Subpart K the ability to instruct student pilots to the level required for the issue of the relevant licence, rating or certificate. Refer to Section 4.1.3 in addition to the below.

An AoC for the issue, renewal or revalidation of a TRI(A) in the actual aircraft must be conducted by an Examiner nominated by the ATO for the purpose. The Examiner must hold a valid TRI(A) including aircraft privileges on type and at least an 'FFS' TRE Authorisation with (a)(5) privileges (FCL.1005.TRE(a)5). Examiners are reminded that they cannot conduct an AoC for the issue, revalidation or renewal of TRI privileges greater than the valid TRI privileges they hold.

This assessment shall include:

- the demonstration of the competencies described in FCL.920, during pre-flight, post-flight and theoretical knowledge instruction which are as follows:
    - preparation of resources;
    - creating a climate conducive to learning;
    - knowledge;
    - integration of threat and error management (TEM) and Human Factors principles
    - management of time to achieve training objectives;
    - facilitation of learning;
    - assessment of knowledge skills and attitudes and overall competency
    - monitoring and reviewing progress;
    - evaluation of training sessions; and
    - report outcome
- oral theoretical examinations on the ground, pre-flight and post-flight briefings and in-flight demonstrations in the appropriate aircraft class, type or FSTD; and
- exercises adequate to evaluate the instructor's competencies.

When an assessment of competence is required for the revalidation of an instructor certificate, applicants who fail to achieve a pass in the assessment before the expiry date of an instructor certificate shall not exercise the privileges of that certificate until the assessment has been successfully completed.

When the AoC is conducted in a simulator the assessment shall include a minimum of three hours of flight instruction. When the AoC is conducted in an aeroplane the assessment shall include a minimum of one hour of flight instruction.

<u>Type of AoC</u>

- The assessment of competence for a TRI for MPA shall be conducted in an FFS. If no FFS is available, an aircraft may be used.

- The assessment of competence for a TRI for single-pilot high-performance complex aeroplanes shall be conducted in:
  - an available and accessible FFS; or
  - a combination of FSTD(s) and the aircraft if an FFS is not available or accessible; or
  - an aircraft if no FSTD is available or accessible (subject to acceptance by TMCAD for using an aircraft for test).

An AoC for initial grant of a TRI with aircraft privileges must be conducted on the aircraft.

7.4 TRI AoC, Examiner scheduling

Under certain circumstances and if the Senior Examiner or Flight Operatio Inspector who holds the appropriate qualification, a TRI/SFI AoC may be conducted during the same detail as a TRE/SFE AoC.

An SE must hold relevant (a)(5) privileges. If a TRI AoC is conducted at the same session, they shall be separately briefed and observed elements of the details. If the TRI has extension of aircraft privileges restricted or unrestricted, then there shall be an in seat instructional element to the TRI AoC.

Even though the two assessments may be combined, separate reports and application forms shall be completed.

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CHAPTER 8 - APPLICATION AND ADMINISTRATION PROCEDURE FOR EXAMINERS

8.1 Application procedure

For an initial application, once the Examiner Standardisation course has been booked, the Examiner applicant will submit an application and the appropriate fee to cadpel.tm@transport.gov.mt. This shall normally be at least 4 weeks before the requested Examiner AoC.

For a revalidation, an application for an Examiner AoC together with the appropriate fee shall first be sent to cadpel.tm@transport.gov.mt a minimum of 4 weeks prior to a requested assessment date.

It is the responsibility of Examiners to notify cadpel.tm@transport.gov.mt immediately of any changes to their circumstances that may affect the validity of the certificate and any privileges attached. Examples of such changes could be change of aircraft type, ceasing to exercise the privileges of the certificate, loss of licensing privileges and medical fitness.

Logbooks and Licences need not be submitted unless requested.

No applications will be processed unless the application form has been completed correctly and returned to Personnel Licensing Department, together with all the relevant fees.

8.2 Administration Procedure for the Applicant under test for an LST/LPC

After debriefing the crew, the Examiner shall complete the required documentations as below:

PASS: Relevant Form - One copy to be given to the applicant, and copies to the competent authorities responsible for the applicant and the examiner, and one copy retained for the examiner's record.

PARTIAL PASS or INCOMPLETE (items outstanding): Relevant Form - To be given to the applicant for the next examiner and copies to the competent authorities responsible for the applicant and the examiner, and one copy for the examiner's record.

FAIL: Relevant Form - One copy to be given to the applicant, and copies to the competent authorities responsible for the applicant and the examiner, and one copy retained for the examiner's record.

Note: *FCL.1030(b)(3) requires the examiner to provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate. This report shall include:*

- A declaration that the examiner has received information from the applicant regarding his experience and instruction, and found that experience and instruction complying with the applicable requirements in this Part;
- Confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
- The result of the test, check, or assessment of competence.

TMCAD report form contains the necessary information to meet this requirement.

8.3 Forms

TM/CAD/0161 – The Examiner Report Form

The form primarily covers the technical requirements of a test, however both technical and nontechnical competence shall be checked. An individual can be failed for any unacceptable technical deficiency. An Examiner has the right to comment on the Examiner's remarks section about deficiencies on non-technical matters and can bring this to the attention of the ATO concerned.

Note: In the case of single-pilot high performance complex aeroplanes, for an applicant with both SP and MP privileges, the Examiner shall use one form and for items 2.5, 3.8.3.4, 4.4, 5.5 and at least one manoeuvre/procedure from section 3.4, draw a horizontal line through the item box and annotate the attempt number and result for both SP and MP operations.

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APPENDIX 1 – DETAILED TESTING STANDARD / SKILL TEST AND PROFICIENCY CHECK ITEMS

Refer to:

- EASA FEM Module 5.1 - MPA Section 6 Skill Test and Proficiency Check items
- EASA FEM Module 5.2 - HPA-COMPLEX(A) Section 6 Skill Test and Proficiency Check items
- Commission Regulation No. 1178/2011 - Appendix 9

A.1.0 General

The individual items herein are related to a Skill Test but where applicable may be adapted to the Proficiency Check.

An assessment based on safe technical and non-technical competence is required. Collision avoidance, Threat and Error Management (TEM) and good airmanship are required to be demonstrated in a practical manner by good lookout, use of checklists, precise Radiotelephony (RTF) procedures, standard operating procedures, non-technical skills and sound flight management.

In accordance with Part-FCL Appendix 9, the following matters shall be specifically checked by the Examiner for applicants for the ATPL or a type rating for multi-pilot aircraft or for multi-pilot operations in a single-pilot aeroplane extending to the duties of a PIC, irrespective of whether the applicant acts as PF or PM:

- management of crew cooperation;
- maintaining a general survey of the aircraft operation by appropriate supervision; and
- setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.
- principles of Human Factors. In addition to technical standards, if an unacceptable reduction in safety margin is observed contrary to appendix 9 and evidence of the deficiency is duly recorded, a fail shall be awarded.

Note: Many operators define a technical and non-technical competency matrix, and this is normally used to grade pilots. As aligned with these requirements above, a pilot may be failed for an unsatisfactory performance in any of these competencies where they lead to a deficiency in any requirement defined within this document or unsafe practice.

A.1.1 Situational Awareness

Examiners are strongly encouraged to conduct test/checks in such a way that, as ATC, they maximise the need for crews to exercise Situational Awareness (SA) throughout. SA is so often a contributory or causal factor in incidents and accidents, so every opportunity shall be taken to assess and develop it during checks. For example, a crew who request ATC vectors as delaying action whilst dealing with an abnormal or an emergency shall instead be given a procedural clearance to a holding facility. Whereas in reality radar might be expected to be more helpful, the suggested course of action is not unrealistic and will reveal more about the crew's skills, both technical and non-technical: chart interpretation, terrain/Minimum Safe Altitude (MSA) awareness, hold programming in the Flight Management Computer (FMC), time management etc.

In general, Examiners shall be reactive rather than proactive in the role of ATC, to encourage crews to think for themselves. ATC shall not offer a simplified missed approach procedure in the event of a go-around from an engine-out approach unless it is in response to a request from the pilot. Also, following an engine failure on take-off, should the crew continue to fly straight ahead with no thought to the Sector Safe Altitude (SSA) or have a "plan of action", the Examiner shall not vector/reduce speed etc. to keep them safe.

A.1.2 Detailed testing standard and guidance summary and combined testing

- If a test is conducted without a fully constituted crew, each crew member is expected to demonstrate competency in their normal operating seat. Exceptions to this may be acceptable, for example: two training captains, a captain not normally acting as PF when operating in the RHS. Two first officers shall complete all handling exercises and scenario-based assessments in their normal operating seat. Exception can be made for scenario-based assessments, but as there are only limited scenarios where two first officers could find themselves operating together, this shall not be routinely scheduled.
- Pilot monitoring in an MPA is a crucial function of safe operations and shall be continually assessed.
- Examiners must address HF and overall competency on the LST/LPC.
- Where non-Mandatory items included within Part FCL Appendix 9 TM/CAD/0161 are included in a scenario, competency in these items must be observed to an acceptable standard. For example, if the applicant elects to take up a hold or that is part of an arrival or general scenario, then that item becomes an assessable part of the LPC that shall be passed to an acceptable standard.
- All exercises shall be conducted and flown in accordance with SOPs or as required by the manoeuvre and normal or abnormal procedure.
- Whilst SOPs shall be respected for normal and abnormal operations. Competent manual flying skills in all phases of flight or during any abnormal situation shall never be in doubt.
- Operators whose SOPs limit manual flying in normal operations, may wish to periodically introduce additional exercises into their FFS training to develop and retain manual flying skills.

Note: The notes in the following table shall be followed, in all other cases the detailed testing standard relating to these items shall be adhered to. This table may be used to augment form TM/CAD/0161.

Each event during an LST, or LPC, shall be recorded as a single item. Therefore, an engine failure on take-off shall be recorded only as item 2.5. However, when one failure leads to consequent failures or system malfunctions then each element can be recorded separately, e.g. Engine Failure between V1 and V2 followed shortly afterwards by an engine fire can be recorded in 2.5.2 and 3.6.1. Similarly, a hydraulic system failure may result in a landing gear malfunction, and then 3.4.5 and 3.4.12 can be recorded. However, this shall not be used as a means of signing off the required 3.4 item to expedite a test; three 3.4 and three 3.6 items require comprehensive assessment.

Some of the items contain several elements. It is not necessary to complete all of the elements of the item, for example item 3.6.3 'Engine failures, shutdown and restart at a safe height'. This item should be used to record engine related failures in other phases of flight other than those detailed in item 2.5. There is though no requirement to relight the engine if the failure or procedures do not permit. However, if there are any situations in which relight attempts are permitted, e.g. following flameout in descent at low power, then relight procedures shall be included at some point in a three-year recurrent cycle.

The same can be applied to 3.4.10 'Ground proximity warning, system, weather radar, radio altimeter, Transponder' where an individual element is sufficient for the item to be recorded, but all the elements shall be covered over a three-year recurrent training cycle.

Note: Whilst 1178/2011 - Appendix 9 and instructions herein are definitive for completion of a compliant skills test or proficiency check, if any additional requirements are detailed within published OSD relevant to type, these shall also be complied with. Exemption from Appendix 9 items may also be permitted if clearly detailed within an approved OSD.

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			MPL/ATPL/TYPE-RATING SKILL TEST/PROF CHECK		
Manoeuvres/Procedures Note: Shall include MCC, HF and overall competency for each item	**PF**	**Crew (Or PM)**	**M FSTD or A/C**	**Automation**	**Notes**
SECTION 1	**Shall be PF if SPHPCA.**				
1 Flight Preparation					
1.1 Performance calculation	✓ (As per SOP)	✓ (As per SOP)			Shall always be covered if testing in an aircraft In an FFS, may be covered in the briefing room using Other Training Devices or training material and the TRE may ascertain adequate knowledge by questioning In an FFS, an Examiner should consider periodic reviews within a scenario, for example: an unexpected runway change.
1.2 Aeroplane ext. visual inspection; location of each item and purpose of inspection	Each pilot must complete			N/A	A rating issue may be completed prior to this item being completed. This may be completed on the first LIFUS sector on a ZFT course or during a base training detail. It is recommended that operators provide training for this during ground technical training, for example via video or CBT.
1.3 Cockpit inspection	✓ (As per SOP)	✓ (As per SOP)		N/A	Shall always be covered if aircraft testing In an FFS, may be covered in the briefing room using Other Training Devices or training material and the TRE may ascertain adequate knowledge by questioning
1.4 Use of checklist prior to starting engines starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	✓ (As per SOP)	✓ (As per SOP)	**M**	N/A	Shall always be covered if aircraft testing. Abnormal operations shall always be tested in the FFS. Full shut down checks shall be assessed on an LST, but only periodically tested for a recurrent proficiency check.
1.5 Taxiing in compliance with air traffic control or instructions of instructor	✓ (As per SOP)	✓ (As per SOP)		N/A	A reasonable sample of competence taxiing shall be periodically reviewed and never in doubt. Use of stop bars and techniques to avoid runway incursion shall be routinely tested. If the first officer is unable to taxi, for example due to not having a tiller, then this is not required for an FO in the PF role. However, procedures for a captain incapacitation shall be considered and periodically tested.
1.6 Before take-off checks			**M**	N/A	Shall always be conducted if testing in an aircraft. Shall always be conducted in an FFS, however with the agreement of the crew under test and if clearly practical to do so, this item may be abbreviated after the first departure and outside of full scenarios.
SECTION 2					
2 Take-offs					
2.5-2.5.2 Take-offs with simulated engine failure	✓		**M** **FFS only**	AP may be engaged when safely established in the climb and in accordance with SOP. However, ability to manually control the aircraft and trim appropriately shall never be in doubt.	Whilst several failure options may be considered, Examiners must consider periodically varying the level of challenge. For example: - Engine failures with an emergency turn procedure - MAUW - A large V1/VR spilt is acceptable, however, an Examiner should also consider more challenging failures around VR.

2.6 Rejected take-off at a reasonable speed before reaching V1. (Not to be conducted in aircraft other than as a static touch drill procedure.)	✓ (As per SOP)	✓ (As per SOP)	**M**	As per SOP	Conducted from the pilots normal operating seat in accordance with SOP. If a pilot may operate in either seat, or if SOPs require the right seat pilot to be PM, then completion of this item as PF in the right seat shall be included in the three year cycle. Whilst it is usually desirable to test this item at high speed, low speed severe engine malfunctions below VMCG are also useful to periodically test.
SECTION 3					
3.4 Normal and abnormal operations of following systems			**M**		**A minimum of 3 abnormal items shall be selected from 3.4.0 to 3.4.14 inc.**
3.4.0 Engine (if necessary, propeller)		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF This item will not normally be combined with item 2.5 or 3.6.1
3.4.1 Pressurisation and air- conditioning		✓		As per SOP	If this item involves an emergency descent (and may be combined with item 3.6.6) then that shall be completed in the pilots normal operating capacity in accordance with SOP. It shall also be periodically reviewed as a single pilot event in multi pilot aircraft in the event of incapacitation (and may be combined with 3.6.7) or absence from the flight deck.
3.4.2 Pitot/static system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.3 Fuel System		✓		As per SOP	May be combined with 3.6.4 - If the aircraft is capable of fuel jettison, this shall be periodically reviewed. However, the entire time taken to jettison fuel may not be required and an Examiner may reset fuel quantity after a crew has demonstrated sufficient competence managing the procedure.
3.4.4 Electrical system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.5 Hydraulic system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF, for example dual hydraulics failures resulting in configuration issues or direct law on FBW types, manual reversion etc. May be combined with associated systems in 3.4 below
3.4.6 Flight control and Trim-System		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.7 Anti and de-icing system, Glare shield heating		✓		As per SOP	
3.4.8 Auto-pilot/Flight director	✓	✓	**M (SPHPCA)**	As per SOP	Any manoeuvres associated with a flying technique shall be evaluated as PF. Auto thrust or auto-throttle shall be periodically included within this category and each pilot will act as PF when dealing with failures.
3.4.9 Stall warning devices, and stability augmentation devices		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF

3.4.10 Ground proximity warning system, weather radar, radio altimeter, transponder	✓	✓		As per SOP	Escape manoeuvres after an activation of a GPWS or EGPWS warning shall be conducted as PF. Systems reviews may be conducted as a crew. Where any manoeuvre involves a flying or handling technique, e.g. direct law approach due to an RA fault, a pilot shall be tested periodically as PF
3.4.11 Radios, navigation equipment, instruments, flight management system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.12 Landing gear and brake system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.13 Slat and flap system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.14 Auxiliary power unit		✓		As per SOP	
3.6 Abnormal and emergency procedures			**M**		**A minimum of 3 items shall be selected from 3.6.1 to 3.6.9 inclusive**
3.6.1 Fire drills e.g. Engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation		✓		As per SOP	An evacuation is not always required to complete this item, however a scenario resulting in this shall be periodically tested. An evacuation scenario may be combined with a rejected take-off, landing or taxying event.
3.6.2 Smoke control and removal	✓ (As per SOP)	✓ (As per SOP)		As per SOP	Additional elements, such as electrical malfunctions, slat and flap may be combined.
3.6.3 Engine failures, shut-down and restart at a safe height		✓		As per SOP	If not one of the 3 required mandatory items, then this may be combined with other engine malfunction scenarios. There is benefit periodically testing engine malfunctions that may not result in a full engine shut down, this item may be used for that aspect. A relight is not always required for this item. It is acknowledged that a relight may often not be advisable, however, a relight shall be periodically reviewed either as a stand-alone test item or a scenario based event.
3.6.4 Fuel dumping (simulated)		✓		As per SOP	May be combined with 3.4.3 - If the aircraft is capable of fuel jettison, this shall be periodically reviewed. However, the entire time taken to jettison fuel may not be required and an Examiner may reset fuel quantity after a crew has demonstrated competence
3.6.5 Windshear at take-off/landing	✓		FFS only	As per SOP	Pilot monitoring from PM is an assessable competence
3.6.6 Simulated cabin pressure failure/emergency descent	✓ (As per SOP)	✓ (As per SOP)			This item may be combined with item 3.4.1 and shall be completed in the pilots normal operating capacity in accordance with SOP. It shall also be periodically reviewed as a single pilot event in multi pilot aircraft in the event of incapacitation (and may be combined with 3.6.7) or absence from the flight deck
3.6.7 Incapacitation of flight crew member (Multi-pilot operations only)	✓			As per SOP	May be combined with any other exercise and periodically reviewed for all flight crew in MPA aircraft.
3.6.8 Other emergency procedures as outlined in the appropriate flight manual	✓ (As per ScOP)	✓ (As per SOP)		As per SOP	Shall be defined and specific emergency procedures as defined in at AFM.

3.6.9 TCAS event	✓		FFS only	As per SOP	A TCAS scenario shall be taken to conclusion. For example, after the manoeuvre has been completed, the crew shall recover their flight path and clearance, rebuilding automation satisfactorily. Whilst limitations within many FSTDs, Examiner should strive to create the most realistic scenario possible. UPRT element may be considered here in the form of upset after descending below a heavy wake turbulence aircraft and can be combined with 3.7.2.
3.7 UPRT					
3.7.1 Recovery from stall events in: - take-off configuration - clean configuration at low altitude; - clean configuration near maximum operating altitude; and - landing configuration.	✓		FFS qualified for the training task only	As required	Examiners should consider taking scenarios to full recovery. For example, rebuilding automation and reestablishing clearance and safe altitude etc.
3.7.2 The following upset exercises: - recovery from nose-high at various bank angles; and - recovery from nose-low at various bank angles	✓		FFS qualified for the training task only	As required	Examiners should consider taking scenarios to full recovery. For example, rebuilding automation and reestablishing clearance and safe altitude etc.
3.8 Instrument flight procedures					
3.8.1 Adherence to departure and arrival routes and ATC instructions	✓*		**M**	As per SOP	See detailed testing standard. A reasonable sample of each is required to be completed by each pilot under test.
3.8.2 Holding procedures		✓		As per SOP	If a pilot elects to take up a hold or one is required in any given scenario, then this item shall become assessable. Holding procedures shall be periodically tested. Correct holding procedures must be followed. Examiners may also wish to test non-standard holding procedures, for example Present Position
3.8.3 3D operations to DH/A of 200 feet (60m) or to a higher minima, if required, by the procedure but not above 450'AAL	✓			As per SOP	See detailed testing standard.
3.8.3.1 Manually, without flight director	✓		**M** (Skills test only)	Manually means without Flight director, autopilot and auto-thrust	Raw data navaids must be displayed and monitored; however the use of vertical and Lateral Navigation displays may be optimised to promote best practice to support Situational Awareness. However, this must not be relied upon and not used as a prime source of data by the crew. On 4th generation aircraft with a highly reliable auto thrust, the Examiner may elect to permit the applicant to leave the auto thrust engaged if they so wish. However, competence in the ability to manually control must never be in doubt, and it is recommended that operators periodically test competence without auto thrust.
3.8.3.2 Manually, with flight director	✓			Manually means with Flight director, but without autopilot and autothrust.	If the approach requires them, raw data navaids must be displayed and monitored, however the use of vertical and Lateral Navigation displays may be optimised to promote best practice to support Situational Awareness. However, this must not be relied upon and not used as a prime source of data by the crew.
3.8.3.3 With auto-pilot	✓			As per SOP	This may be combined with section 6

3.8.3.4 Manually, with one engine simulated inoperative during final approach, either until touchdown or through the complete missed approach procedure (as applicable), starting: (i) before passing 1 000 ft above aerodrome level; and (ii) (ii) after passing 1 000 ft above aerodrome level. In aeroplanes which are not certificated as transport category aeroplanes (JAR/FAR 25) or as commuter category aeroplanes (SFAR 23), the approach with simulated engine failure and the ensuing go- around shall be initiated in conjunction with the 2D approach in accordance with 3.8.4. The go- around shall be initiated when reaching the published obstacle clearance height/altitude (OCH/A); however, not later than reaching an MDH/A of 500 ft above the runway threshold elevation. In aeroplanes having the same performance as a transport category aeroplane regarding take-off mass and density altitude, the instructor may simulate the engine failure in accordance with exercise 3.8.3.4.	✓		**M**	**Auto pilot (and auto thrust*) Shall be disengaged before intercepting localiser (or equivalent) and before final configuration**	* On 4th generation aircraft with a highly reliable auto thrust, the Examiner may elect to permit the applicant to leave the auto thrust engaged. However, competence to manually control thrust and trim changes must never be in doubt and it is recommended that operators periodically test competence without auto thrust.
3.8.4 2D operation down to MDH/A	✓		**M**	As per SOP	
3.8.5 Circling approach under the following conditions: (a)*approach to the authorised minimum circling approach altitude at the aerodrome in question in accordance with the local instrument approach facilities in simulated instrument flight conditions; followed by: (b) circling approach to another runway at least 90° off centreline from the final approach used in item (a), at the authorised minimum circling approach altitude. Remark: If (a) and (b) are not possible due to ATC reasons, a simulated low visibility pattern may be performed.	✓			As per SOP	
3.8.6 Visual approaches	✓			As per SOP	
SECTION 4					
4 Missed Approach Procedures					
4.1 Go-around with all engines operating during a 3D operation on reaching decision height	✓			As per SOP	Examiners shall periodically assess the ability to manage high performance aircraft go-arounds with all engines operating. A useful challenge would be a lower platform or acceleration altitude or complex procedure.
4.2 Go-around with all engines operating* from various stages during an instrument approach	✓			As per SOP	Examiners shall periodically assess the ability to manage high performance aircraft go-arounds with all engines operating. A useful challenge would be a lower platform or acceleration altitude or complex procedure.

4.3 Other missed approach procedures	✓			As per SOP	Examiners should periodically assess the ability to manage high performance aircraft go-arounds with all engines operating. A useful challenge would be a lower platform or acceleration altitude or complex procedure. In this category, alternative go-arounds should be considered, for example, intermediate/high altitude above or just below acceleration altitude or above missed approach altitudes as depicted on approach plates.
4.4 Manual go-around with critical engine simulated inoperative after an instrument approach on reaching DH/ MDH/A or MAPt	✓		M	If able to be disconnected, shall remain disengaged until completion of the go-around procedure	Completion of the go-around procedure would normally be regarded as after acceleration and with the after take-off or go-around checklist completed. However, completion of this item may be at any point above 1500'AAL and once the Examiner is satisfied that competence in handling the manoeuvre manually is not in doubt. This may be especially helpful for operators whose SOP is to continue to the first platform altitude.
4.5 Rejected landing with all engines operating: – from various heights below DH/MDH; – after touchdown (baulked landing) In aeroplanes which are not certificated as transport category aeroplanes (JAR/FAR 25) or as commuter category aeroplanes (SFAR 23), the rejected landing with all engines operating shall be initiated below MDH/A or after touchdown.	✓			As per SOP	Examiners shall periodically assess capability for pilots to manage rejected landings.
SECTION 5					
5 Landings					
5.1 Normal landing with visual reference established when reaching DA/H following an instrument approach	✓			As per SOP	
5.2 Landing with simulated jammed horizontal stabiliser in any out-of-trim position	✓			As per SOP	May be combined with 3.4.6
5.3 Crosswind landings (aircraft, if practicable)	✓			As per SOP	
5.4 Traffic pattern and landing without extended or with partly extended flaps and slats	✓			As per SOP	
5.5 Landing with critical engine simulated inoperative	✓		**M**	shall be disengaged no later than 200' AAL SOP shall be respected with regards to A/Thr	
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	✓		**M** (Skills Test Only)	shall be disengaged no later than 200' AAL SOP shall be respected with regards to A/Thr	
PBN					
To establish or maintain PBN privileges, one approach shall be an RNP APCH.	✓		**M (if PBN required)**	As per SOP	May be combined with a 3D approach or as a standalone test item.

Note: Where the letter 'M' appears in the skill test or proficiency check column, this will indicate a mandatory exercise or a choice where more than one exercise appears

A1.2.1 Overall Competency:

As detailed throughout this document and as defined in EASA Part FCL Appendix 9, the assessment of a pilot's performance shall be both technical and non-technical. It is a requirement to demonstrate the principles of Human Factors and safe competence in accordance with known best practice. If an unacceptable reduction in safety margin or an unacceptable behaviour is demonstrated at any time, a fail may be awarded. The pilot must not return to line operations until performance can be resolved. EASA Appendix 9 extracts:

The following matters shall be specifically checked by the Examiner for applicants for the ATPL or a type rating for multi-pilot aircraft or for multi-pilot operations in a single-pilot aeroplane extending to the duties of a PIC, irrespective of whether the applicant acts as PF or PM:

- *management of crew cooperation;*
- *maintaining a general survey of the aircraft operation by appropriate supervision; and*
- *setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.*

Flight test tolerance

The applicant shall demonstrate the ability to:

- *operate the aeroplane within its limitations;*
- *complete all manoeuvres with smoothness and accuracy;*
- *exercise good judgement and airmanship;*
- *apply aeronautical knowledge;*
- *Maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is always assured.*
- *understand and apply crew coordination and incapacitation procedures, if applicable; and*
- *communicate effectively with the other crew members, if applicable.*

ICAO Doc 9995 (EBT) provides a useful matrix for competency-based assessments, this is provided below for guidance. Many operators and ATOs create their own technical and nontechnical competency matrix and this may be used to grade pilots for overall competency, indeed operators and ATOs are encouraged to develop their own methodologies. However, whilst the table below may provide guidance, it is aligned with competency requirements in Appendix 9, a pilot therefore may be failed for an unacceptable reduction in safety margin or performance indicated by an inability to demonstrate safe competence in any of these items below. Any operator or ATO creating their own matrix shall ensure it at least covers these aspects of competency.

Training scenarios should additionally consider startle effect, resilience development and Threat and Error management.

ICAO Doc 9995 (EBT) – Competency Based Assessment

Competency	Competency Description	Behavioural Indicator
Application of Procedures (APK)	Identifies and applies procedures in accordance with published operating instructions and applicable regulations, using the appropriate knowledge.	- Identifies the source of operating instructions - Follows SOPs unless a higher degree of safety dictates an appropriate deviation - Identifies and follows all operating instructions in a timely manner - Correctly operates aircraft systems and associated equipment - Complies with applicable regulations. - Applies relevant procedural knowledge
Communication (COM)	Demonstrates effective oral, nonverbal and written communications, in normal and non-normal situations.	- Ensures the recipient is ready and able to receive the information - Selects appropriately what, when, how and with whom to communicate - Conveys messages clearly, accurately and concisely - Confirms that the recipient correctly understands important information - Listens actively and demonstrates understanding when receiving information - Asks relevant and effective questions - Adheres to standard radiotelephone phraseology and procedures - Accurately reads and interprets required company and flight documentation - Accurately reads, interprets, constructs and responds to datalink message in English - Completes accurate reports as required by operating procedures - Correctly interprets non-verbal communication - Uses eye contact, body movement and gestures that are consistent with and support verbal messages
Aircraft Flight Path Management, Automation (FPA)	Controls the aircraft flight path through automation, including appropriate use of flight management system(s) and guidance.	- Controls the aircraft using automation with accuracy and smoothness as appropriate to the situation - Detects deviations from the desired aircraft trajectory and takes appropriate action - Contains the aircraft within the normal flight envelope - Manages the flight path to achieve optimum operational performance - Maintains the desired 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 aircraft flight path through manual flight, including appropriate use of flight management system(s) and flight guidance systems.	- Controls the aircraft manually with accuracy and smoothness as appropriate to the situation - Detects deviations from the desired aircraft trajectory and takes appropriate action - Contains the aircraft within the normal flight envelope - Controls the aircraft safely using only the relationship between aircraft attitude, speed and thrust - Manages the flight path to achieve optimum operational performance - Maintains the desired flight path during manual flight whilst managing other tasks and distractions - Selects appropriate level and mode of flight guidance systems in a timely manner considering phase of flight and workload - Effectively monitors flight guidance systems including engagement and automatic mode transitions
Leadership and Teamwork (LTW)	Demonstrates effective leadership and team working.	- Understands and agrees with the crew's roles and objectives. - Creates an atmosphere of open communication and encourages team participation - Uses initiative and gives directions when required - Admits mistakes and takes responsibility - Anticipates and responds appropriately to other crew members' needs - Carries out instructions when directed - Communicates relevant concerns and intentions - Gives and receives feedback constructively - Confidently intervenes when important for safety - Demonstrates empathy and shows respect and tolerance for other people - Engages others in planning and allocates activities fairly and appropriately according to abilities - Addresses and resolves conflicts and disagreements in a constructive manner - Projects self-control in all situations
Problem Solving and Decision Making (PSD)	Accurately identifies risks and resolves problems. Uses the appropriate decision-making processes.	- Seeks accurate and adequate information from appropriate sources - Identifies and verifies what and why things have gone wrong - Employ(s) proper problem-solving strategies - Perseveres in working through problems without reducing safety - Uses appropriate and timely decision-making processes - Sets priorities appropriately - Identifies and considers options effectively.

		- Monitors, reviews, and adapts decisions as required - Identifies and manages risks effectively - Improvises when faced with unforeseeable circumstances to achieve the safest outcome
Situation Awareness (SAW)	Perceives and comprehends all the relevant information available and anticipates what could happen that may affect the operation.	- Identifies and assesses accurately the state of the aircraft and its systems - Identifies and assesses accurately the aircraft's vertical and lateral position, and its anticipated flight path. - Identifies and assesses accurately the general environment as it may affect the operation - Keeps track of time and fuel - Maintains awareness of the people involved in or affected by the operation and their capacity to perform as expected - Anticipates accurately what could happen, plans and stays ahead of the situation - Develops effective contingency plans based upon potential threats - Identifies and manages threats to the safety of the aircraft and people. - Recognizes and effectively responds to indications of reduced situation awareness.
Workload Management (WLM)	Manages available resources efficiently to prioritize and perform tasks in a timely manner under all circumstances.	- Maintains self-control in all situations - Plans, prioritizes and schedules tasks effectively - Manages time efficiently when carrying out tasks - Offers and accepts assistance, delegates when necessary and asks for help early - Reviews, monitors and cross-checks actions conscientiously - Verifies that tasks are completed to the expected outcome - Manages and recovers from interruptions, distractions, variations and failures effectively
Knowledge (KNO)	Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment	- 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 - Can apply knowledge effectively

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A.1.3 Assessment System

The following four characteristics, when used carefully in the conduct of a flight test, will result in an accurate and effective evaluation.

1. RELIABILITY

Reliability ensures consistent results. As applied to the flight test, this would mean that two identical performances shall result in the same flight test score. Human factors can have a significant effect on flight test reliability. Some of these factors are:

- fatigue - insufficient sleep or rest prior to the test
- emotions - work or personal problems at home
- health - cold, flu, etc.
- time of day - very early in the morning, or last trip of the day
- distractions - noise, interruptions, etc.

Examiners shall be aware of those factors and attempt to limit their effects as much as possible because they may result in a lack of accuracy in the candidate's performance. Examiners shall also be aware that their ability to accurately assess the candidate`s performance could be adversely affected by these same factors.

Testing for the purpose of licensing must remain clearly distinguished from training in order to maintain the reliability of an evaluation. For this reason, an item will not be repeated unless one of the following:

- Misunderstood request: a legitimate instance when a candidate does not understand an Examiner's request to perform a specific manoeuvre. A candidate's failure to know the requirements of a specified manoeuvre is not grounds for repeating a task or manoeuvre.
- Other factors: any condition where the Examiner was distracted to the point that the candidate's performance of the manoeuvre could not adequately be observed.

2. VALIDITY

Assessment of items must remain within the limits of the appropriate flight test standards. The scope of the test must be such that when candidates pass, they have met the skill requirements for the issuance of the certificate, licence or rating sought.

3. COMPREHENSIVENESS

A test is comprehensive if it contains a sample of all course material and measures of each area of skill and knowledge required to ensure the standard is met. Tests will be *comprehensive* if the Examiner adheres to the items of the regulation with no additions or deletions.

4. OBJECTIVITY

Objectivity ensures the Examiner´s personal opinions *will not* affect the outcome or assessment of the test. Marks awarded must be made in accordance with the applicable performance criteria. Assessments will be more valid, less subjective, if the Examiner is an experienced pilot, has sound and adequate background knowledge of the evaluation process and the expertise to accurately assess test applicants without prejudice.

When working with a group of candidates, there may be a tendency to compare one candidate to the other. When conducting a test, however, compare the candidate's performance to the standard expressed in the *Performance Criteria,* not to a person. The reason for this is to give the candidate a fair and valid test.

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APPENDIX 2 – UPRT

- For licensing purposes, this is not a mandatory test or proficiency check item. However, AMC1 to ORO.FC.220&230, GM1/2/3/4/5 ORO.FC220&230 define flight crew UPRT training and checking requirements for air operators that shall be complied with at least every 12 months.
- Appendix 9 – Section 3.7 items have been added defining training requirements of FCL.725.A. Examiners shall check that training in these items have been completed prior to completing a skills test. Additionally, in accordance with 3.7, Examiners shall periodically test skills.
- Exercises shall be completed in the pilots normal operating seat and each pilot tested as PF. If pilots are qualified to operate in both seats, then UPRT shall normally be periodically assessed in each seat. For example, within a 3-year rolling recurrent cycle. Exercises shall be completed in the pilots normal operating seat and each pilot tested as PF.
- As per AMC1 ORO.FC.220&230 (d), an FFS that is used for the training referred to in point (b)(1) should be qualified in accordance with requirements set out in CS-FSTD(A) (Issue 2 or as amended).

Part FCL provides further info in: GM1 to Appendix 9 Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs: The upset recovery training exercises shall be mainly manoeuvre-based but may include some scenario-based training elements. The manoeuvre-based training enables type rating applicants to apply their handling skills and recovery strategy whilst leveraging CRM principles to return the aeroplane from an upset condition to a stabilised flight path. If training is conducted in an FSTD, it is important that applicants understand the limitations of the FSTD in replicating the physiological and psychological aspects of upset recovery exercises.

Note: In order to avoid negative training and negative transfer of training, the ATO shall ensure that the selected upset recovery exercises take into consideration the limitations of the FFS.

Stall event recovery in FSTD (Appendix 9, Section B(5) exercise 7.2.1; Section B(6) exercise 3.7.1)

It is of utmost importance that stall event recovery training takes into account the capabilities of the FFS used. To deliver stall event recovery training, the FFS shall be qualified against the relevant UPRT elements of CS-FSTD Issue 2. Stall event recovery training shall include training up to the stall (approach-to-stall). Post-stall training may be delivered provided the device has been qualified against the relevant optional elements of CS-FSTD Issue 2 and the operator demonstrates that negative training or negative transfer of training is avoided. A 'stall event' is defined as an occurrence whereby the aeroplane experiences one or more conditions associated with an approach-to-stall or a post stall.

Stall event recovery training shall emphasise the requirement to reduce the AoA whilst accepting the resulting altitude loss. High-altitude stall event training shall be included so that flight crew experience the aeroplane control response, the significant altitude loss during the recovery, and the increased time required to recover.

The training shall also emphasise the risk of triggering a secondary stall event during the recovery. Recovery from a stall event shall always be conducted in accordance with the stall event recovery procedures of the OEM.

Upset Prevention and Recovery Training (UPRT) on FSTD's

- An ATO, operator and Examiner must understand the capabilities and limitations of the FSTD to be used, especially when manoeuvre training might involve operating outside the normal flight envelope of the aeroplane with consequential negative training effects. The functionality of the Instructor Operating Station (IOS) for UPRT shall also be considered.
- The FSTD used for UPRT must be qualified to ensure that the training task objectives can be achieved without negative transfer of training. FSTDs considered to be qualified for upset recovery training are Full Flight Simulators (FFS) qualified to level C, CG, D or DG. Full aerodynamic stall or other exercises outside the Validated Training Envelope (VTE) must not be conducted.
- Current fixed wing FSTD Certification Specifications CS-FSTD(A) do not contain any additional requirements for UPRT. EASA rulemaking task RMT.0196 is currently reviewing incorporation of any such requirements in conjunction with rulemaking task RMT.0581.

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APPENDIX 3 – STANDARD OF COMPLETION

Standard of Completion

Refer to EASA FEM

- Module 1 – General Section 15
- Module 5.1-MPA Section 7 Standard of Completion
- Module 5.2 - HPA-COMPLEX(A) Section 7 Standard of Completion

Knowledge, Skills and Attitude Assessment Guidance

Refer EASA FEM

- MODULE 5.1-MPA Section 8 Knowledge, Skills and Attitude Assessment Guidance
- MODULE 5.2- HPA-COMPLEX(A) Section 8 Knowledge, Skills and Attitude Assessment Guidance

Testing challenges on 4th Generation aircraft

On some 4th generation types, departure performance is often highly optimised, particularly when an assumed temperature and de-rate is used in combination. In these situations, it is acknowledged that these situations need precise techniques and VMCA restrictions may prevent the addition of power. A candidate trying to correct may create an undesirable state, e.g. descent. Examiners shall be mindful of this and are ultimately looking for safe actions to correct the flight path where possible, safe all-round handling and excellent situational awareness of the aircraft state, terrain and sound decision making to correct any deviations. A pass may be considered if the techniques were acceptable and safe, alternatively a repeat or retest may be considered to refine techniques.

For HUD equipped aircraft, simulator IOS's are often equipped with a screen showing the data available to the PF. It is an Examiners tendency to focus on this display, however, observing a candidate can provide much useful information to an Examiner. For example, a pilot may fly a manual 3D approach within limits, however, they may be generating significant self-induced oscillation not apparent on the HUD, they may not have the aircraft correctly trimmed etc. So, it is recommended the Examiner also monitors the Pilot Flying/Pilot Handling and doesn't just focus on the HUD display.

Decision Making Flow Chart

Refer to EASA FEM

- Module 5.1-MPA Section 9 Decision Making Flow Chart
- Module 5.2 - HPA-COMPLEX(A) Section 9 Decision Making Flow Chart

APPENDIX 4 – USE OF SIMULATOR FOR TRAINING AND TESTING

A4.1 Persons authorised to conduct tests in the simulator shall themselves have had practical training in its operation, especially with regard to the functionality of the Instructor Operating Station or Console.

A4.2 Prior to any test the Examiner shall ensure that the simulator is EASA qualified and has a valid Simulator Qualification Certificate and the ATO (and operator for OPC) is approved for the type of check planned and it is properly defined in the respective training manuals, technical log shall be checked for defects and a visual inspection made of the area in the vicinity of the simulator.

A.4.3 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/check.

A4.4 All persons shall be in full harness before the selection of motion.

A4.5 Following the test, Examiners shall ensure any defects, unserviceability's and lost time are recorded in the operator's technical log system. Simulator operators have a requirement to monitor defects as part of their management system and reliability forms an essential part of the qualification and approval process. Therefore, should a simulator engineer rectify a defect during the detail it is still important that the fault be recorded in the technical log. Where these have caused significant disruption, or persisted for more than one check, the Examiner shall inform the Head FSTD Standards at the Civil Aviation Authority at the earliest opportunity.

A4.6 Questions have been raised regarding what level of turbulence should be selected in the simulator when conducting a test or check. Specifying a level of turbulence that should be 'routinely applied' would detract from permitting the Examiner applying his own judgement. The level of turbulence should reflect the weather conditions considered normal for the area of operation and the specific weather briefing being provided to the candidates. In the event that benign weather conditions were provided in the simulator scenario, to simulate a high-pressure influence for example, then a minimum level of turbulence might be appropriate. If the specific weather briefing reflected turbulence then such turbulence should be reflected in the simulator. If the exercise is to cover high wind scenarios whether for crosswind handling or windshear etc. then an appropriate level of turbulence shall be reflected. If the Examiner is conducting a training exercise which requires precise flying limits to be demonstrated during a particular event, e.g. LVO training, where the applicant is being shown the visual references that are present at 200ft, 100ft and 50ft respectively, the Examiner may wish to have no external influences that may alter the aircraft's position in respect of the runway (i.e. no wind and no turbulence). In this case it would be quite acceptable not to have any turbulence selected.

A4.7 Upset Prevention and Recovery Training (UPRT) on FSTD's (ref to UPRT Appendix 2)

APPENDIX 5 – USE OF AIRCRAFT FOR TRAINING AND TESTING

Refer to the EASA Flight Examiner Manual Module 1 – General, 14.0 TEST ITEMS

A5.1 Use of Aircraft for Training and Testing

The following policy is applicable to holders of Malta-issued EASA licences only. Holders of licences issued by other Member States shall seek advice from their own National Aviation Authority regarding its policy on this issue. All non-Malta EASA Member State Examiners wishing to conduct tests/checks on the holders of Malta issued licences must do so in accordance with FCL.1015 and the EASA Examiners Differences Document.

Safety management when testing in aircraft is critical and the Examiner is expected to use good judgement when simulating any emergency or abnormal procedure, having regard to local conditions and aircraft safety throughout.

Flight testing/checking has potentially more hazards than routine flight schedules that can be exacerbated by the determination of the applicant to produce the result and by the Examiner giving the applicant too much latitude in this endeavour. Some general guidance is listed below:

- It is strongly recommended that the briefing to the applicant is very clear as to the order of events.
- Stalling and any UPRT elements shall not be carried out without prior approval. Special Examiner rating would be required to do such training e.g. test pilot. When approved UPRT elements shall be conducted at a safe height, ATC shall always be advised of the intentions and a good lookout. Care shall be taken not to over temp/torque engines during recovery.
- Aircraft systems shall not be used outside of limitations and AFM respected at all times.
- Early recognition of the failure of the compass and attitude indicators shall not be carried out in an aeroplane; only in an FSTD.
- Early recognition of the failure of the localiser and glideslope indications shall not be carried out in an aeroplane.
- Simulated engine failure after take-off in an aeroplane shall be carried out at a safe height.
  - In aeroplanes fitted with standby attitude/compass reference systems they shall be used. Where the aircraft is fitted with Radio Magnetic Indicators (RMIs) these shall be simulated failed.
  - The Flight Manual limits for ‘g’ loads and V_A shall be observed.
  - It is the correct recovery technique that is being assessed so extreme manoeuvres are not necessary.
  - The Examiner shall intervene early if the recovery technique is wrong, or the recovery is slow.
  - Exercise will be conducted in Visual Meteorological Conditions (VMC) throughout.
- Engine shutdowns shall be carried out at a safe height above the ground. See Aeronautical Information Circulars (AICs) for general guidance on these matters.
- The test/check report shall exactly reflect the debriefing.

A5.2 Commission Regulation 1178/2011 - Appendix 9

"CONDUCT OF THE TEST/CHECK" - **"Full flight simulators and other training devices, when available, shall be used, as established in this Part".**

In this context, Part-FCL aims to prevent the use of an aircraft for manoeuvres and exercises that may involve reduced safety margins, where use of a simulator, where available, carries little or no risk to flight safety. In addition, there shall be no significant reduction in the effectiveness of any delivered training or checking. Therefore, if an FFS is 'available', as defined below, it shall be used; if not, then an aircraft may be used but only following acceptance that an FFS is not available from the Competent Authority in accordance with the procedure detailed.

A5.3 Procedure for accepting a test on an aircraft if the an FFS is not available or accessible

An Examiner conducting tests/checks or assessments of competence outside of an AOC operation and who intends to use an aircraft for the purposes of Part-FCL must notify cadpel.tm@transport.gov.mt for permission to do so at least **four weeks** in advance of the intended check explaining the following:

- why a simulator is not available against the criteria above;
- the proposed date of the check or test;
- the scope of the check.

A safety case relating to the intended flight and any training shortfalls as a result of not using a simulator shall be available for audit if requested. However, TMCAD may require additional information.

Note 1: Malta AOC holders and ATOs must, prior to conducting a test in an aircraft, advise their assigned Flight Operations Inspector and PEL Unit of their intent to use an aircraft rather than a simulator that they consider not to be "available" for training, testing or checking. They shall be expected to prove to their FOI and PEL Unit that the FFS is not available in the same context as these instructions in accordance with the interpretation above. An operator's SMS would play a key element of how the decision to use an aircraft is assessed.

Note 2: Exceptions may be granted for conducting training or testing for the purpose of conducting TRI AoCs for adding extension of privileges to a TRI rating. However, the process of safety management shall always be demonstrated.

APPENDIX 6 – AIRMANSHIP, HUMAN FACTORS, THREAT & ERROR

A6.1 Airmanship

Airmanship is the consistent use of good judgment and well-developed skills to accomplish flight objectives. This consistency is based on a cornerstone of uncompromising flight discipline and is developed through systematic skill acquisition and proficiency. A high state of situational awareness is obtained through knowledge of oneself, the aircraft, the whole environment, including other crewmembers, if applicable, and associated risks. Examiners themselves are required to exercise proper airmanship competencies in conducting tests/checks as well as expecting the same from applicants.

Pass/Fail judgements based solely on airmanship issues must be carefully chosen since they may be subjective. It is therefore the Examiner's role to observe how the applicant manages the resources available to him/her to achieve a safe and uneventful flight. The Examiner must conclude that the success of the flight was a result of good airmanship and not good luck. If the applicant shows early and consistent awareness of airmanship (e.g. repetitive checking of icing conditions in a level cruise, clear of icing conditions) the Examiner may allow the applicant to brief only changes during the remainder of the flight.

<u>The foundations of airmanship</u>

KNOWLEDGE

- Knowledge of aircraft
  - Sub-systems, emergency procedures, automation, aircraft flight characteristics and operating limits.
- Knowledge of environment
  - Physical environment and the effects on aircraft control.
  - Regulatory environment.
  - Organisational environment and the challenges posed.
- Knowledge of risk
  - Discipline, skill and proficiency, knowledge, situational awareness, judgement, aircraft.
  - Active listening - inquiry through communication

SKILLS

- Physical skills
  - Navigation skills
  - Instrument flying
  - Emergency handling / recovery
- Flight deck management skills
  - Avoiding the pitfalls of automation (over-reliance, complacency bias)
  - Information management skills
- Communication skills
  - Vigilance in monitoring communication
  - Using appropriate phraseology
  - Using clear & concise communication
- Cognitive skills
  - Understanding and maintaining situational awareness
  - Problem solving / decision-making skills
  - Understanding and managing workload
  - Self-assessment
- Team skills
  - Performance monitoring
  - Leadership/initiative
  - Interpersonal skills
  - Co-ordination & decision-making
  - Team communication

ATTITUDE

Positive attitudes foster trust among flight crew. This trust can increase personal confidence and the ability to accomplish a task efficiently and safely. Even though trust can aid in team building, team members shall never accept a decision, action or proposed action without checking to see if it is correct for the situation. A good rule is to trust but verify. Pilots must be able to recognize and correct their negative attitude. Understanding the five main negative and hazardous attitudes, the antidotes and the impact on airmanship is essential. The below negative attitudes have been shown to increase accident likelihood.

Hazardous attitude	Antidote
Anti-authority: "Regulations are for someone else."	"Follow the rules. They are that way for a reason."
Impulsivity: "I must act now, there's no time"	"Not so fast. Think first"
Invulnerability: "It won't happen to me"	"It could happen to me"
Macho: "I'll show you. I can do it"	"Taking chances is foolish"
Resignation: "What's the use?"	"Never give up. There is always something I can do"

A6.2 Examiners Responsibilities (Human Factors)

The regulatory framework acknowledges that significant safety benefits accrue from an integrated approach to the training and testing of both technical and non-technical skills (NOTECHS). The concepts and competencies that underpin the non-technical elements of performance are defined in Part-FCL & Part-ORO as stated below:

MCC Concept (Part FCL)	**CRM Concept (Part-ORO)**
'Multi-crew cooperation (MCC) means the functioning of the flight crew as a team of co-operating members lead by the pilot-in-command The objectives of MCC training are to develop the technical and non-technical components of the knowledge, skills and attitudes (competencies) required to operate a multi-crew aircraft'	'Crew Resource Management (CRM) is the effective utilisation of all available resources (e.g. crewmembers, aeroplane systems, supporting facilities and persons) to achieve a safe an efficient operation. The objective of CRM is to enhance the communication, human factors and management skills of the crew member concerned. The emphasis is placed on the non-technical aspects of the crew performance'
MCC Competency requirements (AMC.FCL.735)	**CRM Competency requirements (AMC.ORO.115, 215)**
Communication Leadership and teamwork Situation awareness Workload Management Problem solving and Decision making Monitoring and crosschecking Task Sharing Briefing Flight Management	Communication Application of Threat and Error management and CRM principles Leadership and teamwork Situation awareness Workload Management Problem solving and decision making Use of Automation Task Sharing Stress, Stress management
MCC Knowledge requirements (AMC.FCL.735)	**CRM Knowledge requirements (AMC.ORO.115, 215)**
Human Factors Threat and Error management Crew Resource Management Application of Threat and Error Management and CRM principles SOP's Aircraft systems Undesired aircraft states PF and PM roles Emergency and Abnormal procedures	Error detection, error prevention Application of Threat and Error management and CRM principles Information acquisition, processing and Situation Awareness SOPs Human performance and limitations Automation Philosophy Operators Safety Culture

A6.3 Training and Testing under Part FCL and Part-ORO (Human Factors)

The training and testing of Non-Technical Skills (CRM, MCC, TEM) is integral to Part-FCL and Part-ORO. Part-FCL stipulates the initial licensing and type/class rating requirements; MCC training/testing is then required if an individual wishes to extend licensing privileges into the multicrew environment. CRM training/testing under Part-ORO applies to both multi-crew and single-pilot Operators.

Part-FCL and Part-ORO mandate CRM/MCC/TEM training and checking for Flight Crew.

An Examiner will be assessed in accordance with the expectations defined above. It is imperative that Examiners understand, establish and maintain competence in both the training and assessment of technical and non-technical skills

A6.4 Examiner Competence (Human Factors)

The Examiner shall always witness and assess CRM/MCC training during Simulator sessions,

Part-FCL: MCC training and testing is required by Part-FCL regulation for the initial issue and maintenance of validity of a type-rating. Authorised Examiners and rated Instructors (i.e. Type Rating Examiners (TREs) and Type Rating Instructors (TRIs)) must comply with the requirements of Part-FCL and Part-ORO and demonstrate their ability to integrate and where applicable assess, MCC/CRM and TEM.

Part-ORO: CRM training and testing is required by Part-ORO regulation for both multi-crew and single-pilot.

Part-ARA: Requires the Competent Authority to maintain the standards of Training and Examining. Inspectors from TMCAD will therefore continue to monitor how technical and non-technical competence is assessed during simulator training/testing.

A6.4.1 Instructors and Examiners – Simulator (Human Factors)

Part-ORO requires elements of CRM be integrated into all appropriate phases of recurrent training. Whenever it is practicable, parts of the CRM practical training shall be conducted in FSTDs that reproduce a realistic operational environment and permit interaction. Rated Instructors and Authorised Examiners (TRIs and TREs) must comply with the requirements of Part-FCL Sub-Parts J, K, Part-ORO, this PEL notice, and AMC1 ORO.FC.115&215 - Crew resource management (CRM) training. They must be able to train to the required depth, all the relevant CRM training topics in Table 1 – EASA Part-ORO. Chapter 4.1 of this document includes an ‘Examiner Competencies Assessment table’ which Senior Examiners and Examiners may use to assess the CRM/MCC elements of Examiner competence.

A6.4.2 Non-Technical Skills Assessment

The training and testing of Non-technical Skills are integral to Part-FCL and Part-ORO. There are five occasions during which CRM/MCC competence is specifically assessed:

- License Skill Test (LST); License Proficiency Check (LPC); Operator's Proficiency Check (OPC); Line Check and ATQP fleets, Line Orientated Evaluation (LOE).

The same technical and non-technical pass/fail criteria shall apply to all these events. The purpose of the assessment is to provide feedback to the crew and to identify any retraining requirements. NTS skills are reflected in recognisable behaviours, whose characteristics are identifiable as measurable behavioural markers.

Assessment of CRM skills is the process of observing, recording, interpreting and debriefing crews and crewmember's performance using a validated and generally accepted methodology in the context of overall performance. The non-technical skills (NOTECHS) framework is one such method.

The Examiner must be competent in assessing the flight crew member's CRM skills in the operational environment. Assessment of CRM skills may:

- include debriefing the crew and the individual and serve to identify additional training where needed for the crew or the individual crew member; and
- be used to improve the CRM training system by evaluating summaries of all CRM assessments.

Prior to the introduction of CRM skills assessment, a detailed description of the CRM methodology, including the terminology used for the assessment shall be made available to the crew. The Operators Part-D or ATO manual must include the process by which Examiners are trained to undertake NTS assessment.

Instruction and Facilitation techniques (ICAO Doc 9995)

	Instruction Technique	Facilitation technique
What do the words: Instructing/facilitating imply?	Telling, showing	Enabling the trainee to find the answer by himself/herself
What is the aim?	Transfer knowledge and develop skills	Gain insight/self-analysis to enable an attitude change
Who knows the subject?	Instructor	Both instructor and trainee
Who has the experience?	Instructor	Both instructor and trainee
What is the relationship?	Authoritarian	Equal
Who sets the agenda?	Instructor	Both instructor and trainee
Who talks the most?	Instructor	Trainee
What is the timescale?	Finite	Infinite
Where is the focus?	Instructor – task	Trainee — performance and behaviour
What is the workload?	Moderate	High
What are instructors' thoughts?	Judgemental	Non-judgemental
How is progress evaluated?	Observation	Guided self-assessment

APPENDIX 7 – ORAL QUESTIONS

The Examiner shall use oral questions to measure and evaluate the extent of aeronautical knowledge and to determine that the candidate meets the standard of knowledge required for the licence or rating being sought. This is an important part of the flight test, and it is the portion of flight testing that results in the greatest variance in standardization. For this reason, it is essential that questions are being prepared beforehand to ensure they are worded correctly and that they are relevant and valid.

It is recommended that the Examiner has a bank of questions prepared for all the required items or areas of the oral portion of the test. It is not intended that all the questions being prepared are to be asked. Moreover, a bank of questions will allow the Examiner to vary the oral portion of the test from candidate to candidate to some extent. The questions shall:

- be of a practical operational nature, based upon the aircraft and the trip assigned for the flight test.
- be easily understood and composed of common words.
- measure knowledge, not the use of language.
- focus on one idea only at a time. *The Examiner can guide the candidate through a complex procedure by asking "what", "why", "where", "when" and "how" questions after the basic question has been asked.*
- help the candidate visualize the situation and then think about the answer to the specific question. *Knowing that something happens is not as important as understanding why it happens.*

Questions shall NOT be:

- Theoretical type questions as this area is covered by the written examinations.
- Closed ended. *Asking a question that requires a YES/NO answer doesn't really tell the Examiner much about the candidate's level of understanding.*
- Ambiguous, tricky or irrelevant questions. *Questions shall be challenging for the candidate but all necessary information to come to the answer must be provided.*

These examples are **not exhaustive and do not constitute a fixed question bank**. Examiners should adapt questions to the aircraft type, operational environment, and scenario being assessed.

1. Aircraft Systems and Limitations

- What are the main limitations affecting the aircraft for today's flight?
- What action would you take if a system failure occurred during this phase of flight?
- What indications would you expect in the event of a hydraulic/electrical system malfunction?

2. Performance and Operational Planning

- How did you determine the take-off performance for the current conditions?
- What factors would affect landing distance at this destination?
- What actions would you take if actual performance differed from the calculated performance?

3. Abnormal and Emergency Procedures

- What are your immediate actions in the event of an engine failure during climb?
- How would you manage a pressurisation failure at cruise level?
- What considerations would influence your decision to divert?

4. Operational Procedures

- What are the standard procedures for departure or arrival at this aerodrome?
- What considerations apply when operating in controlled airspace during this flight?
- How would you manage workload during a high-workload phase of flight?

5. Threat and Error Management (TEM) and Decision-Making

- What threats have you identified for this flight?
- How would you mitigate those threats?
- What factors would influence your decision to discontinue the approach?

Handling of candidate answers

The examiner's role is different from the instructor's one. Examiners strictly must observe and evaluate. Instructors are involved in the training experience with the student. They explain, demonstrate, allow students to practice, supervise practice and, finally, evaluate to confirm learning. Examiners should avoid confirming an answer. Moreover, responding, "No, that's not right" to an answer may undermine a candidate's self-confidence and affect performance for the remainder of the flight test. Examiners should avoid leading candidates to the correct answer. However, an examiner may ask for clarification. For example: The answer "The nose would pitch down!" to the question "What would happen if the aircraft was loaded with an aft-centre of gravity?" could be followed by a demand to explain what is meant by demonstrating the answer with a model aircraft.

APPENDIX 8 - THE COMPONENTS OF THREAT AND ERROR MANAGEMENT (TEM) MODEL

There are three basic components in the TEM framework: Threats, Errors, and Undesired Aircraft State (UAS). Hereunder is a detailed explanation of each component.

THREATS

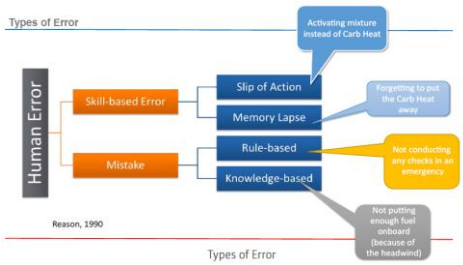
Threats are defined as "*events that occur beyond the influence of the flight crew, they increase operational complexity, and must be managed to maintain the safety margin*". During typical flight operations, flight crew may encounter 3 categories of threats.

- **Anticipated Threats** are events that are known or expected. Such as: forecasted weather, reported icing, low-visibility operations, known congested airports, complex SIDs/STARs/missed approaches, and more. Preparation and planning need to be applied to manage these types of threats.
- **Unanticipated Threats** occur unexpectedly, suddenly or without warning. Examples can include aircraft malfunctions, un-forecasted weather/turbulence/icing, automation anomalies, loss of aircraft separation, laser attacks, unmanned aircraft systems, and more. Application of skill and knowledge acquired through training and/or experience are required to manage these situations.
- **Latent Threats** are subtle or hidden threats that are not directly obvious. These are usually embedded in the organisation's culture or in the individual. Latent threats may be uncovered during safety analysis or in very particular scenarios. Examples of latent threats are equipment design issues, organisational changes, stress, over or under confidence, lack of recent experience, optical illusions, fatigue and more.

ERRORS

Errors are defined "*actions or inactions by the flight crew that lead to deviations from organizational or flight crew intentions or expectations*". Unmanaged or mismanaged errors, have the potential to reduce the margins of safety and could lead to additional errors or UAS. Errors can be divided into the two main categories:

- **Slips** and **lapses** are failures in the execution of the intended action. Slips are actions that do not go as planned, while lapses are memory failures. For example, 'pulling the mixture instead of the (intended) carburettor heat is a slip. Forgetting to apply the carburettor heat is a lapse'.
- **Mistakes** are failures in the plan of action, resulting in an unintended outcome. Mistakes can be related to incorrect aircraft handling, miscommunication between crew, or the application of the incorrect procedure /rule.



UNDESIRED AIRCARFT STATE (UAS)

UASs are flight crew-induced aircraft position or speed deviations, misapplication of flight controls, or incorrect systems configuration, associated with a reduction in margins of safety. UAS results from ineffective threat or error management and may lead to compromising situations that require immediate action to avoid a mishap.

TEM TOOLS

A threat/error that is detected and effectively managed has no adverse impact on the flight. On the other hand, a mismanaged error reduces safety margins by linking to or inducing additional error or an undesired aircraft state.

The TEM philosophy emphasizes **planning**, **execution**, and **review** are countermeasures elements that enhance safety. Use of equipment (TCAS, GPS), briefings, checklists, training, SOPs and CRM are other safeguards that assist flight crew in safe flight. Vigilance remains crucial for recognizing adverse events and errors, leading to timely recovery.

EVALUATION BIASES TO AVOID

Examiners in aviation need to be aware of potential errors during evaluations. Here are some biases/errors that can influence your judgement as an assessor.

- **Personal bias**: Avoid allowing personal prejudices or preferences to influence the evaluation process.
- **Central tendency errors**: Avoid rating all or most candidates as average to simplify the evaluation process.
- **Generosity/Severity bias**: Be cautious about consistently rating candidates at the high or low of the scale. Only use the edges of the scale after considerable deliberation.
- **Halo/Horn effect**: Be aware that overall impression of a candidate can unintentionally influence your assessment of specific performance aspects, leading to either inflated or underestimated ratings.
- **Stereotyping**: Avoid allowing personal opinions or prejudices to influence their evaluation, ensuring that each candidate is assessed objectively based on their individual performance.
- **Logical errors**: Recognize that proficiency in one area does not automatically imply competence in another, ensuring that each item is assessed independently and according to specific criteria.
- **Delayed grading fade**: Aim to provide prompt assessments after each evaluated item to avoid biases caused by poor recall that may not accurately reflect the candidate's performance.
- **Standards errors**: Conduct evaluations to the prescribed standard, ensuring objectivity and validity.

APPENDIX 9 – TMCAD PART-FCL LICENCE EXPLAINED

Transport Malta

Civil Aviation Directorate
Direttorat tal-Avjazzjoni Ċivili

EUROPEAN UNION

FLIGHT CREW LICENCE
LIĊENZJA TAL-EKWIPAĠĠ TAT-TITJIR

Issued in accordance with Part-FCL

This licence complies with ICAO standards, except for the LAPL, GPL and BIR privileges, or when accompanied by an LAPL medical certificate

Maħruġa skont il-Parti-FCL

Din il-liċenzja tikkonforma mal-istandards tal-ICAO, ħlief għall-privileġġi tal-LAPL, tal-GPL u tal-BIR, jew meta tkun akkumpanjata minn ċertifikat mediku tal-LAPL

EASA Form 141 Issue 3

Identifies licence is a licence issued in accordance with Part-FCL

I	State of Issue MALTA
III	Licence number MLT.FCL.123456M
IV	Last and first name of holder
IVa	Date of birth
XIV	Place of birth
V	Address of holder:
VI	Nationality
VII	Signature of holder
VIII	Issuing competent authority Transport Malta – Civil Aviation Directorate
X	Signature of issuing officer and date
XI	Seal or stamp of issuing competent authority

State of Licence Issue

Your unique licence number

If the holder's permanent address changes he must notify the PEL unit

The licence holder must sign here for the licence to be valid

II	Title of licence, date of initial issue and country code		
	ATPL (A)	17.05.2010	MLT
	CPL (A)	17.05.2010	MLT
	PPL (A)	17.05.2010	MLT
IX	Validity: The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege. A document containing a photo shall be carried for the purpose of identification of the licence holder.		
XII	Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board aircraft in English.		
XIII	Remarks: This licence is automatically validated as per the ICAO attachment to this licence Language proficiency: English / Level 6 / Valid for life No further entries		

Title of licence specifies which type of licence the holder has (PPL, CPL or ATPL)

ICAO Automatic validation

Language Proficiency Level

XII Ratings, certificates and privileges Ratings to be revalidated	
Class/Type/IR	Remarks and Restrictions
SEP(land)	
IR(A)	
Night	
A320/IR	
	No further entries
Instructors	
MCCI(A)	FNPTII MCC
TRI(MPA)	Restricted. A320 FFS only
Examiners	
See Certificate No.: MLT / TRE(MPA) / 123456M	
No further entries.	

Aircraft ratings included in the licence with remarks or restrictions

Instructor certificates are listed here with remarks and restrictions

Reference to the examiner certificate is listed here

Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiners certificate no.	Examiners signature
A320/IR	09.05.2018	09.05.2018	30.05.2019	TM-CAD	
MCCI(A)	19.05.2018	----------	28.05.2021	TM-CAD	
TRI(MPA) A320	14.05.2017	----------	30.05.2020	TM-CAD	

Date of IR test date

Types/classes as listed in the EASA type rating endorsement list

Abbreviations used in this licence	
A	Aeroplane
ATPL	Airline Transport Pilot Licence
BIR	Basic Instrument Rating
CPL	Commercial Pilot Licence
EASA	European Aviation Safety Agency
FE	Flight Examiner
FFS	Full Flight Simulator
FI	Flight Instructor
GPL	Gyroplane Pilot Licence
ICAO	International Civil Aviation Organisation
IR	Instrument Rating
LIFUS	Line Flying Under Supervision
ME	Multi-Engine
MEP	Multi-Engine Piston
MPA	Multi-Pilot Aircraft
R/T	Radiotelephony
SEP	Single-Engine Single-Pilot Aeroplane
TRI	Type Rating Instructor
TRI/r	Type Rating Instructor Restricted FFS
TRE	Type Rating Examiner

A list of abbreviations pertinent to your licence are listed on the last part of the licence

A.9.1 Guidance on Completion of the TMCAD Part-FCL Licence

A.9.1.1 Checking of Licences

Examiners are reminded that, as an essential part of each test/check or assessment of competence, they are required to check the applicant's licence and medical certificate at an appropriate point during a test.

Note1: TMCAD Part-FCL licence must be intact and not damaged.

Note2: If a candidates' revalidation section is full, a new licence may be obtained by completing form TM/CAD/0017 and sending it along with the required documentation to the PEL Unit at TMCAD.

A.9.1.2 Aircraft Ratings and 'Endorsements'

Class, type ratings and endorsements, will be entered in the left-hand column of Part XII in the licence:

- All aeroplane rating entries will follow the aeroplane Class and Type Ratings and Licence Endorsement List on EASA's website.
- A revalidation will include the class or type rating entry as it appears in Part XII.
- In the case of aircraft types certificated for operation by a single pilot, the below shall be endorsed next to the rating: Single pilot role: 'SP', Multi pilot role only: 'MP' or Single and multi-pilot: 'SP/MP'.

Note1: Initial addition of a role as above, entry shall be done by TMCAD and listed in right hand column of Part XII.

Note2: Aeroplanes that are certificated for operation by 1 pilot will not have SP added and those certified by 2 pilots will also have no remark added to the right-hand column of Part XII; Refer to GM1 ARA.FCL.200

Endorsements by the Authority

Remarks identifying limitations and extensions related to aircraft ratings will, as appropriate, be entered against those ratings and 'endorsements' in the right-hand column of Part XII. Certain limitations may be:

- SOE: A limitation for Supervised Operating Experience means that line flying under supervision may be required when so determined in OSD established in accordance with Part 21 (see FCL. 720.A(g)).
- COP: A co-pilot limitation may be required by a provisions of Part-FCL or if a pilot has qualified only as COP on a type (see FCL. 405.A(a); FCL.505.A; FCL.720.H(b) and Appendix 9, Section A, para 10).
- CRCP: Cruise relief co-pilot means a pilot who relieves the co-pilot of his/her duties at the controls during the cruise phase of a flight in multi-pilot operations above FL 200.
- VFR only: This limitation will only be applicable to a multi pilot aeroplane rating or a single pilot high performance complex aeroplane rating when the pilot does not pass or does not attempt the required instrument flying section of the skill test (see Part-FCL, Appendix 9, Section B, paragraph 6, sub para (c)).

A.9.1.3 Instrument Ratings

If qualified for IR privileges in more than one class or type of aeroplane, Appendix 8 to Part FCL allows cross crediting of privileges between classes and types subject to fulfilling the requirements set out therein. Should a pilot let the IR privileges lapse, renewal requirements are set out in FCL.625(b) and (c) with reference to Appendix 9. Cross crediting does not extend to renewal of an IR. The rating entry in Part XII of a licence is 'IR' – and there will be no remarks or restrictions to place against it.

APPENDIX 10 – OPERATOR PROFICIENCY AND TRAINING PROGRAMMES

A10.1 Neither the ANA, and its associated Regulatory Instruments or PART FCL give specific guidance on the conduct of Operator Proficiency checks and the standards that should be required. However, AIR OPS ORO.FC.230(b) and AMC1 ORO.FC.230(b)(1)(i) does detail requirements and content accordingly, which an Examiner shall adhere to, along with fulling the operators approved training programmes in their Operations Manual Part D (Training).

The use of automation is generally regarded as used in accordance with the operators standard operating procedures, however, it is expected that the limits, general guidance, principles of overall competency, including repeat and re-test requirements described within this Standards Document and aligned with Part-FCL Appendix 9 shall be applied to the conduct of OPCs and operator recurrent training and checking programmes.

A10.2 An operator may wish to set higher standards for recurrent checking and indeed include additional items beyond those required in Appendix 9 and this standards document; in all cases though, any observation or competency graded reflecting a significant safety or performance deficiency must ensure that a return to line does not occur until the deficiency is rectified and is thoroughly demonstrated When developing grading markers, guidance and instructions to training captains and training standards.

A10.3 AOC Operators shall define clearly in their Operations Manual Part D what action is to be followed in the event of a failure to pass an OPC or if unsatisfactory performance is evident in any other recurrent training programme. It is recommended there shall be a clear statement that the flight crewmember may not thereafter act as a crewmember on commercial air transport or public transport flights until operator proficiency has been achieved.

A10.4 Recurrent training and checking is intended to ensure a competent standard for all aspects of a particular company's operation. Hence the Operations Manual Part D shall specify the required training frequency of rarely used items pertinent to the company route structure. It shall also ensure compliance with SOPs, particularly in an emergency. For example, unlike the LPC, which often assesses ability to operate the aircraft in manual flight, the OPC should be used to encourage appropriate use of automation and normal operational procedures.

A10.5 AIR OPS ORO.FC.230(b)(1) states "Each flight crew member shall complete operator proficiency checks as part of the normal flight crew complement". Thus, in general, when an OPC is to be conducted in a simulator, a captain and a co-pilot should normally be programmed, even when only one of the pilots is under check.

A10.6 It is recognised, however, that there are some circumstances in which it may be reasonable for an OPC to be crewed by two co-pilots or two captains. In this case the operator's Training Manual shall contain clear policy and instructions with regard to the conduct of OPCs with paired co-pilots or captains and guidance to training captains provided on the general conduct. These shall include the following considerations:

- The check shall be conducted in strict compliance with SOPs. If a pilot may operate in either seat, certain non-specific items may be abbreviated in nature due to commonality between seats. However, periodic testing shall evaluate seat specific items such as LVO, RTO etc. All key mandatory PF handling items shall be assessed in each seat during a test and any scenarios shall be conducted in the normal operating seat to assess competencies in the operational role.
- A limit to the frequency with which an individual co-pilot or captain may be checked with another co-pilot or captain should be considered. This shall be agreed with operator's assigned FOI.

A10.7 It is also accepted that, in the event of a short-notice sickness absence, it would be both unreasonable and impractical to cancel the other pilot's check if a stand-in pilot were available, so any suitable stand in pilot may be sourced in this instance.

A10.8 Operator Proficiency Checks

A10.8.1 Applicability

- Examiners located within TMCAD approved ATOs with centres located inside or outside member states;
- Examiners located within ATOs approved by EU member states with centres located inside or outside member states;
- Examiners located within EASA approved third country ATOs with centres located inside or outside member states;
- Examiners who are not active in commercial air transport operations.

A10.8.2 Part-ORO.FC.145 specifies the requirements for recurrent training and checking for companies involved in commercial air transport operations. The Operator Proficiency Check (OPC) shall be conducted by Examiners qualified in accordance with Part-FCL.

A10.8.3 An Examiner wishing to conduct OPCs shall;

- hold a valid EASA SFE or TRE certificate with OPC privileges; and
- have no restrictions on conducting Part-OPS training and checking; and
- be acceptable to the AOC holder.

A10.9 AOC Operators' using 3rd Party Examiners: The activity shall be subject to the scrutiny of the AOC holder's management system to ensure compliance with their standards. This scrutiny shall include periodic observations of the third-party Examiners conducting OPCs. Each Examiner shall have a copy of the current Operational Manual (OM) either in full or abbreviated, have an adequate working knowledge of the AOC holder's procedures, processes and standards. The process by which this oversight is achieved must be acceptable to TMCAD.

A10.10 Training Design Guidance – Alternative Training and Qualification Programme (ATQP) and Evidence-Based Training (EBT)

A10.10.1 General

Operators may conduct recurrent training and checking under an approved ATQP or approved EBT programme, including mixed implementation where applicable. ATQP and EBT are distinct approval frameworks and shall not be considered interchangeable.

Approval of an ATQP or EBT programme shall not, in itself, vary, replace, or remove any applicable requirement of Part-FCL unless expressly provided for in the applicable regulation.

Where a proficiency check, skill test, or operator proficiency check is required for the purpose of satisfying Part-FCL or operational requirements, the applicable regulatory provisions shall remain fully complied with irrespective of the training methodology employed.

A10.10.2 Incorporation of Appendix 9 Items Within Approved Training Programmes

Where approved by TMCAD, items prescribed by Appendix 9 to Part-FCL may be incorporated within an operator's approved ATQP or EBT programme. Such incorporation shall be permitted only where:

a) all applicable Appendix 9 items are completed in full;
b) the detailed testing standards prescribed by this Manual are complied with;
c) all required test conditions are satisfied;
d) examiner and instructor responsibilities are exercised in accordance with Part-FCL;
e) grading standards, tolerances, and repeat/retest provisions remain fully applicable; and
f) records of assessment are maintained in a manner that is identifiable, traceable, and auditable.

The incorporation of Appendix 9 items within an approved ATQP or EBT programme shall not relieve the examiner of responsibility for ensuring that all applicable checking standards have been met prior to the issue of proficiency check or skill test credit.

A10.10.3 EBT Programme Structure

An operator approved for EBT may structure its recurrent training and assessment programme in accordance with the approved implementation model. Such programme may include, as applicable:

a) an Evaluation Phase;

b) a Manoeuvres Training/Validation Phase; and

c) a Scenario-Based Training Phase.

Applicable licence proficiency check and/or operator proficiency check requirements may be satisfied through the incorporation of relevant Appendix 9 items within the approved phases of the EBT programme, provided that all applicable regulatory and approval requirements are met.

A10.10.4 Competency Assessment Principles

The competency of each flight crew member to operate the aircraft safely shall be assessed to the required standard irrespective of the recurrent training programme employed by the operator.

Where Part-FCL credit is sought, the principles of testing and assessment prescribed by this Manual and by Appendix 9 to Part-FCL shall be applied.

Where a flight crew member requires repeated retraining or multiple reassessments in order to achieve the required standard of competence, such retraining shall not normally form part of the proficiency check. In such circumstances, the operator shall implement an appropriate remedial training programme followed by reassessment.

A10.10.5 Evaluation Phase

Purpose: The Evaluation Phase shall be intended to:

a) observe and assess flight crew competencies;

b) evaluate applicable Appendix 9 items where incorporated within the approved programme;

c) collect data for the purpose of supporting continuous improvement and validation of the operator's training system; and

d) identify individual training needs.

Conduct: The Evaluation Phase shall consist of a line-oriented flight scenario designed to permit assessment of one or more competencies through the introduction of operationally relevant occurrences. During the Evaluation Phase, the instructor or examiner shall normally:

a) observe and assess performance;
b) administer the scenario and role-play external agencies where required; and
c) refrain from providing instruction or interruption unless required for safety or proper conduct of the session.

All observed deficiencies shall be recorded for subsequent remediation. Where instructor or examiner intervention becomes necessary, the effect of such intervention on the validity of the assessment shall be considered. Where Appendix 9 items are assessed during the Evaluation Phase, all applicable repeat, retest, and failure provisions shall apply.

A10.10.6 Manoeuvres Training / Validation Phase

Purpose: The Manoeuvres Training / Validation Phase shall be intended to develop, maintain, and validate the handling skills required for the safe execution of critical flight manoeuvres and associated procedures.

Conduct:This phase shall focus on technical handling proficiency and may be conducted independently of line-oriented scenario training. Where Appendix 9 items are incorporated within this phase:

a) manoeuvres shall be conducted in real time;
b) repositioning between manoeuvres may be used where appropriate;
c) a continuous operational scenario shall not be required; and
d) all applicable testing standards shall remain in force.

A10.10.7 Scenario-Based Training Phase

Purpose**:** The Scenario-Based Training Phase shall be intended to:

a) develop, maintain, and reinforce competencies associated with the management of threats and errors;
b) enhance technical and non-technical skills;
c) improve crew capability to manage anticipated and unforeseen operational situations; and
d) facilitate completion of operator-specific training requirements.

A10.10.7.1 Additional Uses

The Scenario-Based Training Phase may additionally be utilised for:

a) cycle training items;
b) supplementary handling practice;
c) First Officer development; and
d) operational approval training.

Instructor Conduct: During the Scenario-Based Training Phase, the instructor may intervene, interrupt, coach, or provide instruction where necessary to facilitate learning and competency development. Unless specifically approved as part of an assessment event within the operator's approved programme, the Scenario-Based Training Phase shall be regarded as a training activity and shall not constitute a testing event for Part-FCL credit.

A10.10.8 Examiner Responsibilities

Examiners conducting checks or assessments within ATQP or EBT programmes shall:

a) be familiar with the operator's approved programme and any associated authority approval conditions;
b) ensure that applicable Part-FCL requirements remain satisfied where licence credit is sought;
c) apply only those grading and assessment methodologies approved for the programme;
d) refrain from introducing manoeuvres, standards, or assessment criteria not contained within the approved programme unless required in the interests of safety; and
e) ensure that all check results are recorded in accordance with Authority procedures.

A10.11 Baseline Evidence-Based Training (Baseline EBT)

A10.11.1 General

Baseline Evidence-Based Training (Baseline EBT) shall be conducted in accordance with the applicable provisions of Part-FCL Appendix 10, together with associated Implementing Rules, AMC, GM, and any approval conditions issued by the TMCAD.

Baseline EBT constitutes an approved form of recurrent training and assessment for the revalidation or renewal of type ratings, and where applicable instrument ratings associated with the type rating, in accordance with Part-FCL Appendix 10. Baseline EBT shall be conducted strictly in accordance with the operator's approved EBT programme.

Approval of Baseline EBT shall not vary, replace, or remove any regulatory requirement except where expressly provided for under Part-FCL Appendix 10 and associated implementing provisions.

A10.11.2 EBT Programme and Assessment Methodology

Baseline EBT shall be competency-based and shall assess the integrated performance of the flight crew member against the competency framework and behavioural indicators contained within the operator's approved EBT programme.

Assessment within Baseline EBT shall be conducted in accordance with the competency-based assessment methodology prescribed by Part-FCL Appendix 10 and the operator's approved EBT programme.

Conventional Appendix 9 manoeuvre-based assessment methodology shall not be substituted where Part-FCL Appendix 10 requires competency-based assessment. The practical assessment shall verify the integrated performance of competencies in accordance with the approved EBT programme.

A10.11.3 Conduct of Baseline EBT Programme

The Baseline EBT programme shall be structured in accordance with the approved implementation model and applicable Part-FCL Appendix 10 provisions. The programme shall include the applicable training and assessment modules prescribed by the approved EBT programme.

The operator shall ensure that all required practical assessments, competency assessments, manoeuvre validations, and scenario-based assessments are completed in accordance with the approved programme.

A10.11.4 Revalidation / Renewal Under Baseline EBT

Revalidation or renewal of a type rating, and where applicable associated instrument rating, may be completed through Baseline EBT where the applicant has satisfactorily completed the operator's approved EBT programme in accordance with Part-FCL Appendix 10. Revalidation or renewal under Baseline EBT shall comprise:

a) completion of the practical assessments required by the approved EBT programme;
b) demonstration of an acceptable level of performance in all competencies;
c) satisfactory completion of all applicable EBT modules within the validity period; and
d) completion of the administrative revalidation or renewal action under the responsibility of the EBT Manager.

The EBT Manager responsible for the relevant type rating shall:

a) hold a current TRE certificate for that type rating;
b) ensure that the applicant has complied with all applicable qualification, training, experience,
c) assessment, and programme completion requirements;
d) ensure that the operator's approved EBT programme has been satisfactorily completed prior to revalidation or renewal; and
e) remain responsible for the revalidation or renewal decision.

The instructor conducting the applicable practical assessment or EBT module may endorse the applicant's licence where this is performed under an approved delegation of signature procedure from the EBT Manager. Where delegation of signature is used:

a) the person endorsing the licence shall be nominated in accordance with the approved procedure;
b) the person endorsing the licence shall hold or have held an instructor certificate;
c) the endorsement shall be made on behalf of the EBT Manager;
d) the EBT Manager's TRE certificate / examiner approval number shall be used for the endorsement; and
e) the approved procedure shall ensure that licence endorsement cannot occur unless the applicable EBT programme has been satisfactorily completed.

Delegation of signature shall not transfer responsibility for the revalidation or renewal decision from the EBT Manager.

A10.11.5 Instructor / Examiner Conduct

Instructors and assessors conducting Baseline EBT shall be familiar with:

a) the operator's approved EBT programme;
b) Part-FCL Appendix 10;
c) the approved competency framework and behavioural indicators; and
d) the approved grading methodology.

During practical assessment events, the instructor or assessor shall normally refrain from intervening except where required for:

a) safety;
b) proper conduct of the assessment; or
c) continuation of the assessment event.

Where intervention occurs, the impact of such intervention on the validity of the assessment shall be considered. During training phases, the instructor may intervene, coach, or provide instruction where appropriate to facilitate competency development.

A10.11.6 Standardisation and Oversight

Instructors, assessors, and examiners involved in Baseline EBT shall receive initial and recurrent standardisation in:

a) Part-FCL Appendix 10 requirements;
b) competency-based assessment methodology;
c) behavioural indicator interpretation;
d) grading calibration; and
e) operator-specific EBT programme implementation.

TMCAD may require participation in additional monitoring or standardisation activities where necessary to ensure grading consistency.

A10.11.7 Records

Records of Baseline EBT shall be maintained in accordance with Part-FCL Appendix 10, the operator's approved EBT programme, and TMCAD requirements. Such records shall include, as a minimum:

a) the EBT modules completed;
b) the practical assessments conducted;
c) the instructor(s)/assessor(s) conducting the relevant sessions;
d) competency assessment outcomes;
e) confirmation of satisfactory completion of the operator's EBT programme;
f) the EBT Manager responsible for the relevant type rating;
g) the person delegated to endorse the licence, where applicable; and
h) the date of licence endorsement

A10.12 Competencies: Assessment is a continuous process throughout all phases of training whether under formal test conditions or not. Assessment should be accomplished by relating the observed crew behaviour.

It is the process of observing, recording, analysing and determining crew performance against a defined standard in the context of overall performance. It includes the concept of self-critique and feedback, which can be given during training, or in summary thereafter.

Any instructor or Examiner must always consider safe competency to operate. Unacceptable reductions in safety margins at any time of either a technical or non-technical nature shall not proceed to line operations until the issue is resolved

Guidance on competency-based assessments is given in the detailed testing standard at Appendix 2 of this document.

A10.13 Incorporating SEP and other ground training requirements alongside recurrent training

Some operators may as part of their ATQP approval, EBT or as agreed with their FOI incorporate additional ground training items alongside recurrent training; for example, during the SIM briefing. TMCAD supports alternative training concepts where possible and reasonable controls assuring compliance and quality, however the mandatory briefing and testing requirements of a skills test or proficiency must be fulfilled. Training quality and content shall also not become adversely affected by the inclusion of any additional ground training items.

- Compliance with the aircrew regulation and requirements surrounding ground training requirements shall be complied with.
- Training staff shall be appropriately trained in accordance with any specific regulations in force to deliver additional ground training.
- Training records shall be maintained clearly demonstrating where required elements of the operator's ground training syllabus have been completed.
- The operator shall establish a method of monitoring expiry dates and ensuring that regulations are complied with.

A10.14 Incorporating and complying with HF requirements alongside recurrent training

TMCAD supports methodologies that embed Human Factors philosophies throughout all aspects of their training. However, the following must be noted:

- In all cases, compliance with PART-OPS and the aircrew regulation shall be demonstrated by the operator.
- Staff delivering any HF aircrew training shall receive additional training to deliver Human Factors training to flight crew as defined in PART-OPS and the aircrew regulation.
- Training records shall be maintained clearly demonstrating where required elements of the operator's HF syllabus have been completed.
- The operator shall establish a method of monitoring expiry dates and ensuring that regulations are complied with.

A10.15 UPRT: See Appendix 2

APPENDIX 11 – STRONG AND WEAK ELEMENTS OF PERFORMANCE- *Refer to definitions section*

Consider the following descriptions concerning a candidate's performance of the test sequence/item demonstrated:

Performance is well executed considering existing conditions:

1. Aircraft handling is smooth and positive with a high level of precision.
2. Technical skills indicate a thorough knowledge of procedures, aircraft systems, limitations and performance characteristics.
3. Situational awareness is indicated by continuous anticipation and vigilance.
4. Flight management skills are exemplary, and threats are consistently anticipated, recognized and well managed.
5. Safety margins are maintained through consistent and effective management of aircraft systems and mandated operational protocols.

Performance is observed to include minor errors:

1. Aircraft handling with appropriate control input but includes minor deviations.
2. Technical skills indicate an adequate knowledge of procedures, aircraft systems, limitations and performance characteristics to successfully complete the task.
3. Situational awareness is adequately maintained as candidate responds in a timely manner to cues and changes in the flight environment to maintain safety while achieving the aim of the sequence/item.
4. Flight management skills are effective. Threats are anticipated and errors are recognized and recovered. Safety margins are maintained through effective use of aircraft systems and mandated operational protocols.

Performance is observed to include major errors:

1. Aircraft handling is performed with major deviations and/or an occasional lack of stability, over/under control or abrupt control input.
2. Technical skills reveal deficiencies either in depth of knowledge or comprehension of procedures, aircraft systems, limitations and performance characteristics that do not prevent the successful completion of the task.
3. Situational awareness appears compromised as cues are missed or attended to late or the candidate takes more time than ideal to incorporate cues or changes into the operational plan.
4. Flight management skills are not consistent. Instrument displays, aircraft warnings or automation serve to avert an undesired aircraft state by prompting or remedying threats and errors that are noticed late. Safety margins are not compromised, but poorly managed.

Performance is observed to include critical errors, or the aim of the test sequence/item is not achieved:

1. Aircraft handling is performed with critical deviations and/or a lack of stability, rough use of controls or control of the aircraft is lost or in doubt.
2. Technical skills reveal unacceptable levels of depth of knowledge or comprehension of procedures, aircraft systems, limitations and performance characteristics that prevent a successful completion of the task.
3. Lapses in situational awareness occur due to a lack of appropriate scanning to maintain an accurate mental model of the situation or there is an inability to integrate the information available to develop and maintain an accurate mental model.
4. Flight management skills are ineffective, indecisive or noncompliant with mandated published procedures and corrective countermeasures are not effective or applied.
5. Safety margins are compromised or clearly reduced.

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APPENDIX 12 – AUTHORISATION OF EXAMINERS (ANA) AND DISCIPLINARY ACTION

TMCAD may, in accordance with ANA, and its associated Regulatory Instruments, authorise a person to conduct examinations or tests as it may specify. This policy sets out the basis on which TMCAD authorises persons under this provision. TMCAD requires that a person is fit and qualified to conduct any specified examinations or tests before authorising them to do so. In considering whether it is or remains satisfied that a person is fit and qualified to act as an authorised Examiner, TMCAD will consider the matters set out below.

Requirements for TMCAD to be satisfied that a person is fit and qualified to be authorised as an Examiner include:

- Demonstrate compliance with the ANA, and its associated Regulatory Instruments, Rules of The Air Regulations, AIR OPS, Part-FCL and good aviation practice in respect of their own flight operations.
- Have licences and ratings as required for the exercise of their examining privileges.
- Agree to comply with standardisation and currency requirements as determined by TMCAD.
- Agree to keep records of flight tests and make them available for inspection when required by the TMCAD.
- Be of good character and have integrity.
- Conduct tests impartially and without fear or favour in accordance with the procedures and standards for testing as determined by TMCAD.
- Only sign authorisations or licence pages if they have ensured that the applicant has met all the requirements.

Examiners have a vital role in the regulation of flight standards and promotion of Flight Safety by conducting flight tests and/or ground examinations for ratings and licences.

<u>Disciplinary action</u>

If it becomes apparent that an Examiner is failing to achieve the standards expected of him, TMCAD will take appropriate steps to rectify the situation. Among the courses of action available are the following:

- Interview.
- Formal Warning.
- Requirement for re-training and/or re-testing of Examiner skills.
- Suspension of Examiner Certificate.
- Revocation of Examiner Certificate.

Suspension or revocation action where it is considered that TMCAD cannot remain satisfied as to the fitness or qualification of the Examiner. In the event of a proposal to suspend or revoke a certificate, an Examiner will be entitled to appeal against the decision in accordance with ANA Chapter 91.