

Flight Examiner Manual and Policy for Aeroplane Examiners Authorised as FE, CRE, IRE, FIE

Version 10

CIVIL AVIATION DIRECTORATE

Civil Aviation Directorate, Transport Malta, Pantar Road, Hal Lija LJA 9023 Malta. Tel: +356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt

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Amendment Summary

Paragraph	Change
0.8 1.6	Revision 2 Limitation of privileges of Examiners amendment as per Reg. 2019/1747 Revalidation and renewal of Examiner certificate amendment as per Reg. 2019/1747
Abbreviations 1.4, 2.3	Revision 3 Amendments due to Regulation 2019/1974 UPRT
1.4	Revision 4 Amendment to privileges due to Regulation 2020/359
All	Revision 5 General editorial changes only
Various	Revision 6 Changes made with reference to the EASA Flight Examiner Manuals: Module 1 – General, Module 2.1 LAPL (A), and 2.2 PPL(A) Module 7.4 – AOC FI/ARI/CRI/SP(A) Additions to Chapter 0 Generic Notes 0.8 Check flights on AEROPLANES Chapter 2 – Practical training of Examiners Chapter 5.4 Repeat Items Chapter 7 – Assessment of competence of instructors (aeroplane) Chapter 8 - PART NCC & PART NCO Chapter 9 - Test Items Addition of Appendices 1 to 5
Various	Revision 7 Change made with reference to the Air Navigation Act
All	Revision 8 Full review, changes namely administrative and Examiner Competence Framework
All	Revision 9 Full review, alignment with other examiner PEL notices for examiners
All	Revision 10 Full review, amendment to monitoring of examiners section and admin throughout

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Abbreviations

ACH	Asymmetric Committal Height
ADF	Automatic Direction Finding
AFM	Aircraft Flight Manual
AGL	Height Above Ground Level
AI	Attitude Indicator
AIP	Aeronautical Information Publication
AMC	Acceptable Means of Compliance
ANA	Air Navigation Act, and its associated Regulatory Instruments
AoC	Assessment of Competence for Part-FCL
APU	Auxiliary Power Unit
ATC	Air Traffic Control
ATO	Approved Training Organisation
CAS	Calibrated Airspeed
CDFA	Continuous Descent Final Approach
CDL	Configuration Deviation List
CFIT	Controlled Flight Into Terrain
CPL	Commercial Pilot Licence
CRE	Class Rating Examiner
CRI	Class Rating Instructor
DA or DH	Decision Altitude or Decision Height
DI	Direction Indicator
DME	Distance Measuring Equipment
EFATO	Engine Failure After Take-Off
EASA	European Aviation Safety Agency
ETA	Estimated Time of Arrival
EU	European Union
FI	Flight Instructor
FIE	Flight Instructor Examiner
FIR	Flight Information Region
FE	Flight Examiner
FL	Flight Level
FMS	Flight Management System
FORDEC	Facts-Options-Risks-Decision-Execution-Check
FSTD	Flight Simulation Training Device
GM	Guidance Material
GND	Ground
GPL	Gyroplane Pilot Licence
GPS	Global Positioning System
HIS	Horizontal Situation Indicator
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
LAPL	Light Aircraft Pilot Licence

LOC	Instrument Landing System Localizer
LDG	Landing
LLZ	Localizer
LPC	Licence Proficiency Checks
LPV	Localizer Performance with Vertical Guidance
LST	Licence Skill Test (Part-FCL skill test of initial issue)
MDA	Minimum Descent Altitude
ME	Multi-Engine
MEL	Minimum Equipment List
MEP	Multi-Engine Piston
MFD	Multi-Function Display
NDB	Non-Directional Beacon
NOTAM	Notice to Airmen
OAT	Outside Air Temperature
OM	Operations Manual
PBN	Performance Based Navigation
PEL	Personnel Licensing
PF	Pilot Flying
PFD	Primary Flight Display
PPL	Private Pilot Licence
QRH	Quick Reference Handbook
RMI	Radio Magnetic Indicator
RT	Radio Telephony
SE	Single Engine
SEP	Single-Engine Single-Pilot Aeroplane
SID	Standard Instrument Departure
SOP	Standard Operating Procedures
SPA	Single Pilot Aeroplane
STAR	Standard Terminal Arrival Route
TEM	Threat and Error Management
TMCAD	Transport Malta Civil Aviation Directorate
T/O	Take Off
UAS	Undesired Aircraft State
UPRT	Upset Prevention and Recovery Training
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VOR	Very High Frequency (VHF) Omni-Directional Range
VYSE	Velocity Y, Single-Engine
WX	Weather

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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

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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)

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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. Additionally, to provide procedures and guidance for Examiners, and ATOs.

1.2 Scope

This Manual is applicable for all Malta authorised FE(A), CRE(A), IRE(A) and FIE(A) Examiners and those examiners exercising their privileges within Malta territory may use information within for guidance. TMCAD is required under ARA.FCL.205(b) to maintain a list of all Examiners exercising the privileges of their Examiner's certificate within Malta. This list is published and updated on a regular basis. TMCAD also maintains a database of Examiners' names and personal e-mail addresses. If you change your e-mail address, please ensure that you use the email address below to inform us of any changes. Simply enter your Examiner reference number in the message field and then send to cadpel.tm@transport.gov.mt

The specific routes stated in this document are relevant for tests being conducted in Malta.

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 adhere to this 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. It is essential that Examiners use current and standardised practices. The instructions, policy and guidance detailed in this document are for Examiners conducting skill tests/ proficiency checks for Class Ratings on Single-Pilot Aeroplanes (SPA) for Malta and EASA licences. Additional guidance material is also included. In accordance with ARA.205, Examiners shall comply with the instructions, policy and Guidance contained herein.

References and extracts from Part-FCL are for 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. Where the content of this document conflicts with EASA official publication, the official publication must be used.

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1.4 Introduction and Limitations

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 and EASA 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.

Any limitation published in this manual must be adhered to with the exception where more restrictive limits are published in the organisation's operation manual or training manual or the aircraft AFM/POH.

1.5 Records and control of document

Records shall be kept for 5 years unless specified differently in Commission Regulation 1178/2011.

1.6 Relevant documents

- Malta 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.
- OTHER DOCUMENTS
 - EASA Flight Examiner Manual
 - Malta AIP - be familiar with all current applicable Aeronautical Information Circulars.
 - TMCAD Information and PEL Notices

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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, 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

TMCAD 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 Limitations for check flights on the actual Aeroplane

No additional persons shall be carried on board during skill tests or proficiency check flights except TMCAD Inspectors where required for oversight purposes.

Any limitations published in this manual must be adhered to unless more restrictive limits are published in the organisations operation manual or training manual or the aircraft AFM/POH.

1.10 Malfunction/ Emergency Training

Before the flight, the Examiner must perform a risk assessment especially regarding the planned malfunction/emergency training to determine the magnitude of risk and to establish whether measures are needed to stay within acceptable limits of safety.

1. Malfunction and emergency procedures are only allowed to be performed if the corresponding procedures are published in the manufacturer's manual.
2. Malfunction and emergency training in the aeroplane must be performed via touch drill according to the restrictions of the AFM/POH. The exact procedure must be briefed before the flight. The application priority of the procedure is first the published manufacturer's procedure and second procedures as trained by the ATO.
3. Pulling of circuit breakers in the aeroplane during flight or ground manoeuvres for the simulation of malfunctions and emergencies is forbidden.
4. Actual engine shutdown on the aeroplane is only allowed to be performed if required by the rules established in Part-FCL and if a corresponding procedure is available in the AFM/POH. The following limitations must be applied:
 - I. Minimum altitude 3000ft AGL.

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- II. VMC.
- III. Visual contact to the ground.
- IV. Within reasonable distance to assure landing (depending on aircraft specifications)
- V. ATC informed (if applicable).
- VI. Procedures and limitations according to AFM/POH must be applied.
- 5. Minimum altitude for steep turns is 3000 ft above GND.
- 6. Conditions required for stalling exercises and unusual attitude recoveries:
 - I. Minimum altitude 3000 ft AGL.
 - II. VMC and commenced after the area is confirmed clear of other aircraft
 - III. Visual contact to the ground and away from built up areas
 - IV. Stall recovery procedure must be initiated at the onset of stall warning, perceptible buffet, clean stall or other response to the initial stall entry (depending on requirements for skill test as per Part-FCL).
 - V. This exercise must be briefed extensively before the flight.
- 7. Simulated engine failure after T/O for SE aircraft:
 - I. Minimum altitude 300ft above GND.
 - II. This exercise must be briefed extensively before the flight.

1.11 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.

Planning criteria for check flights:

- 1. Every limitation published in AFM/POH/OM strictly applies. Wind gusts above the limit are not acceptable.
- 2. No flights are to be conducted disregarding MEL/CDL limits (if published).
- 3. T/O under weather conditions below LDG minimum is only allowed with a planned T/O alternate.
- 4. Lowest WX minimum for SE aeroplanes under IFR en-route: 1000ft cloud base / 1.5 km horizontal visibility
- 5. No flight shall commence without required documents and associated obligations regarding valid rules and regulations.
- 6. No flight shall commence without valid charts, updated database & flight planning documents appropriate to flight rules.

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CHAPTER 2 – General Requirements

Refer to FCL.1010

The below roles of Examiners for aeroplane are covered in this manual:

1. Flight Examiner (FE)
2. Class Rating Examiner (CRE)
3. Instrument Rating Examiner (IRE)
4. Flight Instructor Examiner (FIE)

2.1 Pre-Requisites for an Examiner Certificate

An FE/CRE/IRE/FIE shall hold the equivalent Medical Class issued in accordance with Part-MED to which they are examining. For an initial Examiner Certificate, TMCAD requires that an applicant submits a police conduct. In the event that TMCAD has sufficient evidence that an examiner 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 examiner certificate, then the required actions will be taken by TMCAD to revoke the examiner certificate.

2.2 Examiner Requirements and Privileges

Refer to EASA FEM

- Module 1 General Section 4 Examiner requirements & privileges
- Part-FCL.1005.FE, FCL.1005.CRE, FCL.1005.IRE, and FCL.1005.FIE.
- Part-FCL.1010.FE, Part-FCL.1005.IRE, FCL.1005.FIE(b)

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, including Part-MED requirements. Examiners shall be qualified to act as Pilot-in-command on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft. 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 Pilot-in-command 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:

- 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 ATO.
- 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 failed first test attempt, the Examiner must inform the applicant that the second attempt must be

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conducted by an Examiner explicitly designated by the competent authority.

2.3 Special conditions

In the case of an introduction of a new aircraft to Malta or in an operator's fleet, and compliance with the requirements of Part-FCL is not possible. TMCAD may issue a specific certificate giving privileges for the conduct of skill tests & 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 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 meets the requirements of FCL.1000(c):

- 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.

The certificate referred to above 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 certificate and endorsements

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 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

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CHAPTER 4 - Examiner Standardisation and Competencies

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 13.1

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 TMCAD 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

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personal data, liability, accident insurance and fees, as applicable in Malta.

Applicants for an examiner certificate shall demonstrate their competence to an inspector from TMCAD or a senior examiner specifically authorised to do so by TMCAD 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, described 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 acceptance test flight with an inspector/ senior Examiner designated by the authority

4.1.2.3 Skill Test/Prof Check Standards

Standards of performance are central to a consistent conduction of tests/ 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 shall concern themselves only with flying and operating the aeroplane 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 3 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 and de-icing precautions, airmanship, ATC liaison and compliance, RT procedures and flight management 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 ANA.

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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 5

4.1.2.7 Pass/Fail criteria

Refer to Appendix 7 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 single-pilot aeroplanes, the applicant shall pass all sections of the skill test or proficiency check. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test or check again. Any applicant failing only one section shall take the failed section again. Failure in any section of the re-test or re-check including those sections that have been passed at a previous attempt 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/rating sought within the approved standards.
2. Demonstrating control of the aeroplane/flight with a successful outcome of each assignment performed.
3. Demonstrating sound judgement, CRM and SP competence if the aeroplane is certificated for SPO.

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.

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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:

- the flight test tolerances have been exceeded after the Examiner has allowed for turbulence or ATC instructions;
- the aim of the test or check is not completed;
- the aim of exercise is completed but at the expense of a safe flight, violation of a rule, poor airmanship or rough handling;
- an acceptable level of knowledge is not demonstrated;
- an acceptable level of flight management is not demonstrated;
- 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 – Test 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

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competence of applicants for an Examiner certificate. The assessment of competence follows the provisions laid down in FCL.1020.

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 TMCAD before being retested.

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. The assessment shall be performed on the same class of aircraft or FSTD used for the flight instruction.

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

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 1).

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

Note: When an Examiner adds or transfers to a different aircraft type, he may qualify on that type as an Examiner however an AOC and briefing on national laws and processes may be required.

4.1.3.1.3 The Format of the Examiner AoC

The TMCAD 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 explain his presence.

Prior to the Simulator detail, the Examiner under assessment shall brief the crew for the test or check, in

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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 should be encouraged to retire to a suitable rest area. No indication of the test result should 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

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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/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 Form TM/CAD/0141 – one 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.

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4.1.4 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 TMCAD Inspector. 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 inspection/audit. The oversight of these Examiners is conducted by:

- Analyzing examination documentation provided and if required a discussion on the conduct of the test or check is held with the Examiner and/or
- Observation during aircraft checks, by a TMCAD inspector

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. Examiners will be advised of this ad-hoc assessment as and if required.

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4.1.4.1 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 behavioural 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

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4.2 Validity, Revalidation and Renewal of Examiner Certificate

Refer to FCL.1025

4.2.1 Examiner Validity

FE, IRE, CRE and FIE certificates shall be valid for 3 years, valid until the last day of the month and shall be revalidated in accordance with Part-FCL Subpart K. Consequently, an instructor 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.

4.2.2 Examiner Revalidation

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

- conducted at least six skill tests, proficiency checks, assessments of competence;
- attended an Examiner Refresher Course provided by TMCAD or by an approved ATO during the last year of validity;
- observed by a TMCAD inspector or by a SE specifically authorised for this purpose on one of the skill tests, proficiency checks, assessments of competence or EBT evaluation phases conducted in accordance with above within the last 12 months of the validity period.

Examiners may plan arrangements with TMCAD 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.

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.

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

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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.

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 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 seminars are as follows:

- An ATO must hold a specific approval from the TMCAD to conduct Examiner refresher seminars. These are required to be monitored as part of the TMCAD management system and shall be periodically audited.
- An Examiner refresher seminar will normally be a full day course and Examiners shall attend the whole of the seminar. To gain maximum benefit from sharing feedback and experience, seminars are ideally held with several candidates present. This will be subject to TMCAD oversight. If one off seminars are required for individuals, the TMCAD shall be informed.
- The facilitator of the seminar shall either be a TMCAD Inspector or a Malta Senior Examiner. Other persons may be accepted at the discretion of the TMCAD. Persons shall be nominated by the ATO for the purpose.
- An Examiner shall attend an Examiner refresher seminar in the last year of their validity period. Whilst not a formal requirement, it is recommended that Examiner attend a refresher seminar prior to conducting an assessment of competence.
- The ATO shall establish a procedure with the TMCAD for informing TMCAD of an individual's attendance at a seminar, 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 any respective application for revalidation of an Examiner certificate.

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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.

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CHAPTER 5 - Examiner Responsibilities

Refer to EASA FEM

- Module 1 General Section 12 Test Administration
- 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 68.
- 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

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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 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 the 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.

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. NB: for SEP aircraft the rating is valid for 2 years.

5.2 Administration

Some of the following administration procedures may apply:

- Pilot licence – sign if so authorised.
- Applicable 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 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.

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.

CIVIL AVIATION DIRECTORATECivil Aviation Directorate, Transport Malta, Pantar Road, Hal Lija LJA 9023 Malta. Tel: +356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt**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.

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CHAPTER 6 – Test Standards Aeroplane

6.1 General

Refer to the EASA Flight Examiner Manual Module 1 Section 15.0 and Module 2 for:

- LAPL(A),
- PPL(A),
- CPL(A),
- IR(A)

6.1.1 Flight Planning

Aim

Determine the candidate's ability to plan a flight utilizing performance charts, weight and balance calculations, conforming to the VFR or IFR flight rules as applicable and retrieving and interpreting aviation weather information necessary for the safe conduct of the flight.

Description

To determine that the candidate demonstrates knowledge the below shall be considered:

- pilot licence privileges and limitations; medical certificate and possible limitations.
- operational information, including NOTAMs and AIP;
- all performance factors for the class/type of aircraft (including mass and balance);
- ensuring that all the required aircraft documentation is valid and available as applicable;
- airworthiness and registration certificates, airworthiness directives;
- Aircraft Flight Manual or other appropriate document (limitations, by heart items)
- relevant and available weather briefing materials;
- classes of airspace;
- preparation of operational flight plan as assigned by the Examiner from the departure airport to a destination airport (including navigation logs and charts);
- obtainment and interpretation of weather briefing and factoring conditions into the flight plan;
- preparation of VFR/IFR navigation log (taking account of any NOTAMs);
- establishment of weight and balance for a specific load condition;
- calculation of all relevant performance data required for departure, en-route, and destination;
- fuel calculation.

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Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate practical knowledge of performance and limitations, including the adverse effects of exceeding any limitation;
- demonstrate proficient use of performance charts, tables, graphs, or other data relating to items, such as:
 - a. accelerate-stop distance
 - b. accelerate-go distance
 - c. take-off performance - all engine(s) operating
 - d. climb performance including segmented climb performance; with all engines operating, with one or more engine(s) inoperative, and with other engine malfunctions as may be appropriate
 - e. service ceiling-all engines, engines(s) inoperative, including drift down, if appropriate
 - f. cruise performance
 - g. fuel consumption, range, and endurance
 - h. descent performance
 - i. go-around from rejected landings
 - j. other performance data
- describe the airspeeds used during specific phases of flight
- describe the effects of meteorological conditions upon performance characteristics and correct appliance of these factors to a specific chart, table, graph, or other performance data compute the centre-of-gravity location for a specific load condition (as specified by the Examiner), including adding, removing, or shifting weight
- select an appropriate route, altitude and alternate
- obtain and correctly interpret applicable NOTAM information;
- calculate the estimated time en-route and total fuel requirement based on factors such as power settings, operating altitude or flight level, wind and fuel reserve requirements
- determine the required performance for the planned flight being within the aircraft's capability and operating limitations
- retrieve and interpret items such as weather reports and forecasts; pilot and radar reports surface analysis charts; significant weather prognostics; winds and temperatures aloft; freezing level charts, NOTAMS and SIGMETs
- make a competent "GO/NO-GO" decision based on available information for the planned flight;
- complete a flight plan in a manner that reflects the conditions of the proposed flight;
- demonstrate sufficient practical operational knowledge of the regulatory requirements relating to instrument and visual flying, as applicable;
- retrieve and interpret items pertinent to the flight such as weather reports and forecasts; pilot and radar reports; surface analysis charts; significant weather prognostic charts; winds and temperature aloft; freezing level charts, NOTAMS and SIGMETs

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6.1.2 Pre-Flight

- MODULE 1 GEN Section 13 Pre-flight Briefing
- EASA FEM module(s) specific to their Examiner privileges.

Aim

Determine the candidate's ability to systematically complete internal and external checks in accordance with the POH/AFM and SOPs to ensure that the aeroplane is ready for the intended flight. The candidate will also demonstrate knowledge of how to deal with irregularities, if found.

Description

The pre-flight aeroplane inspection will include a visual inspection of the exterior and interior of the aeroplane, locating each required item and explaining the purpose of the inspection in accordance with the POH/AFM and SOPs. The candidate will carry out a visual check for fuel quantity, proper grade of fuel, fuel contamination and oil levels in accordance with the POH/AFM. If, due to aircraft design, the POH/AFM does not prescribe a visual check of fuel levels, the candidate will use fuel logs or other credible procedures to confirm the amount of fuel on board the aircraft. The candidate is requested to conduct an oral passenger safety briefing. The safety briefing should include:

- location and use of fire extinguisher, first-aid kit and ELT/PLB
- for overwater operations, how to don life jackets and raft location (if equipped)
- how to fasten, adjust, and release the seat belt/harness
- how to open and close door/canopy normally and in case of emergency
- evacuation procedures
- no-smoking policy
- early notification if passenger/s feel unwell
- the need of silence during critical phases of flight (sterile cockpit)
- the importance of not interfering with the aeroplane's operation

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 candidate is preparing their paperwork. The applicant shall have the class 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.

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 not be conducted.

Note 1: This process may be different with other authorities. The Examiner shall check with them prior to the test/check.

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Applicant's Medical Certificate expired or absent

For Malta licence holders, where the applicant for the check or test has a valid licence but an expired, Missing or suspended medical certificate, the test may not be conducted.

Note 1: 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 2: This process may be different with other authorities. The Examiner shall check with them prior to the test/check.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate an adequate knowledge of the pre-flight inspection procedures, while explaining briefly the purpose of inspecting the items, which must be checked, how to detect possible defects and the corrective action to take;
- demonstrate adequate knowledge of the operational status of the aeroplane by locating and explaining the significance and importance of related documents, such as airworthiness and registration certificates, operating limitations, handbooks, and manuals, minimum equipment list (MEL) (if appropriate), mass and balance data and maintenance requirements, tests, and appropriate records applicable to the proposed flight or operation; and maintenance that may be performed by the pilot or other designated crewmember;
- use the approved checklist to inspect the aeroplane externally and internally;
- verify the aeroplane is safe for flight by emphasizing the need to look at and explain the purpose of inspecting items:
 - a. power-plant, including controls and indicators
 - b. fuel quantity, grade, type, contamination safeguards, and servicing procedures
 - c. oil quantity, grade, and type
 - d. hydraulic fluid quantity, grade, type, and servicing procedures
 - e. oxygen quantity, pressures, servicing procedures, and associated systems and equipment for crew and passengers
 - f. fuselage, landing gear, float devices (where applicable), brakes, and steering system
 - g. tires for condition, inflation, and correct mounting, where applicable
 - h. fire protection/detection systems for proper operation, servicing, pressures, and discharge indications
 - i. pneumatic system pressures and servicing
 - j. ground environmental systems for proper servicing and operation
 - k. auxiliary power unit (APU) for servicing and operation (where applicable)
 - l. flight control systems including trim, spoilers, and leading/trailing edge
 - m. anti-ice, deice systems, ice warning systems, servicing, and operation
 - n. coordinate with ground crew and ensure adequate clearance prior to moving any devices, such as door, hatches and flight control surfaces;
 - o. comply with the provisions of the appropriate Operations Specifications, if applicable, as they pertain to the aeroplane type and operation;
 - p. demonstrate proper operation of all applicable aeroplane systems;
 - q. note any discrepancies, determine if the aeroplane is airworthy and safe for flight, or takes the proper corrective action with respect to unsatisfactory conditions identified; and
 - r. check the general area around the aeroplane for hazards to the safety of the aeroplane & personnel.

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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.

6.1.3 Engine Start

Aim

Determine the candidate's ability to complete the correct engine start procedures including the use of an auxiliary power unit (APU) or external power source under various atmospheric conditions, conducting warm-up, run-up, and system checks, recognize normal and abnormal situations, and take proper action in the event of a malfunction.

Description

The candidate will demonstrate the proper use of the pre-start, start and pre-taxi checklists, and check the appropriate radio communications, navigation and electronic equipment and selection of the appropriate communications and navigation frequencies prior to flight.

Performance Criteria

Base the assessment on the candidate's ability to:

- ensure ground safety procedures are followed during the before-start, start, and after-start phases;
- ensure the appropriate use of ground crew personnel during the start procedures (where applicable);
- perform all items of the start procedures by systematically following the approved checklist items for the before-start, start, and after-start phases;
- demonstrate sound judgment and operating practices in those instances where specific instructions or checklist items are not published;
- coordinate with ground crew and ensures adequate clearance prior to moving any devices, such as door, hatches, and flight control surfaces;
- demonstrate adequate knowledge of the pre-take-off checks by stating the reason for checking the items outlined on the approved checklist and explaining how to detect possible malfunctions;
- divide attention properly inside and outside cockpit;

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- ensure that all systems are within their normal operating range prior to beginning, during the performance of, and at the completion of those checks required by the approved checklist;
- explain, as may be requested by the Examiner, any normal or abnormal system operating characteristic or limitation; and the corrective action for a specific malfunction;
- determine if the aeroplane is safe for the proposed flight or requires maintenance;
- determine the aeroplane's take-off performance, considering such factors as wind, density altitude, weight, temperature, pressure altitude, and runway condition and length;
- determine airspeeds/V-speeds and properly sets all instrument references, flight director and autopilot controls, and navigation and communications equipment;
- review procedures for emergency and abnormal situations, which may be encountered during take-off, and states the corrective action required of the Pilot-in-Command and other concerned crewmembers;
- perform an avionics and navigation equipment cockpit check; and
- obtain and correctly interpret the take-off and departure clearance as issued by ATC.

6.1.4 Taxi-Out

Aim

Determine the candidate's ability to manoeuvre the aeroplane safely on the ground.

Description

The candidate will taxi the aircraft to and from the runway in use and as otherwise required during the check. While taxiing, the candidate will follow taxiing procedures. In addition, the taxi check will include the use of the taxiing checklist, taxiing in compliance with clearances and instructions issued by the appropriate air traffic control unit or by the Examiner.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of safe taxi procedures (as appropriate to the aeroplane including push-back or power-back, as may be applicable);
- demonstrate proficiency by maintaining correct aeroplane control;
- maintain proper spacing on other aircraft, obstructions, and persons;
- accomplish the applicable checklist items and perform recommended procedures;
- maintain desired track and speed;
- perform an instrument check;
- comply with instructions/clearances issued by ATC (or the Examiner simulating ATC);
- observe runway hold lines, localizer and glide slope critical areas and other surface control markings and lighting;

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6.2 Take-off, departure and cruise

6.2.1 Take-Off

Aim

Determine the candidate's ability to take-off safely using the correct technique and procedure for the actual wind conditions, runway surface and length, and can assess the possibility of further conditions such as wind shear and wake turbulence.

Description

The candidate will demonstrate a normal take-off performed in accordance with the AFM. In case of an IR check flight the candidate will demonstrate an instrument take-off in the same manner as the normal take-off with simulated instrument conditions established at or after reaching an altitude of 200 feet above the airport elevation.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of normal and crosswind take-offs and climbs including airspeeds), configurations, and emergency/abnormal procedures (as appropriate to the aeroplane);
- note any surface conditions, obstructions, or other hazards that might hinder a safe take-off;
- verify and correctly apply correction for the existing wind component to the take-off performance;
- complete required checks prior to starting take-off to verify the expected power-plant performance;
- Perform all required pre-take-off checks as required by the appropriate checklist items;
- align the aeroplane on the runway centreline;
- apply the controls correctly to maintain longitudinal alignment on the centreline of the runway prior to initiating and during the take-off;
- adjust the power-plant controls as recommended by the POH/AFM or other approved guidance for the existing conditions;
- monitor power-plant controls, settings, and instruments during take-off to ensure all predetermined parameters are maintained;
- adjust the controls to attain the desired pitch attitude at the predetermined airspeed/V-speed to attain the desired performance for the take-off segment;
- perform the required pitch changes and, as appropriate, perform or call for and verifying the accomplishment of gear and flap retractions, power adjustments, and other required pilot-related activities at the required airspeed/V-speeds within the tolerances established in the POH or AFM;
- use the applicable noise abatement and wake turbulence avoidance procedures;
- accomplish or calls for and verifies the accomplishment of the appropriate checklist items;
- maintain the appropriate climb segment airspeed/V-speeds;
- maintain the desired heading and the desired airspeed/V-speed within given limits or the appropriate V-speed range;

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Performance Criteria Engine Failure after Take-Off (Multi-Engine)

Base the assessment on the candidate's ability to:

- recognize the simulated engine failure promptly;
- control the aeroplane;
- set the power controls and reduce drag by using control application, in the proper sequence;
- identify and verify the inoperative engine;
- bank toward the operating engine, as recommended for best performance;
- maintain directional control within given limits;
- establish a positive rate of climb, if the aeroplane is capable;
- accelerate to and maintain one engine inoperative required airspeed/V-speeds and trim the aeroplane, as required;
- locate the necessary controls and switches to carry out and complete the emergency procedures in accordance with the approved emergency procedures checklist (engine failure during take-off):
 - a. complete prescribed engine failure vital action checks from memory;
 - b. complete the emergency drill, in accordance with the emergency checklist; and
 - c. complete engine shutdown checks and other necessary checks in accordance with the appropriate emergency checklist(s).
- monitor the operating engine and take appropriate action to keep the operating engine parameters within limitations.

6.2.2 Rejected Take-Off

Aim

Determine the candidate's ability to recognize an abnormal situation requiring a rejected take-off and to carry out an appropriate procedure in accordance with the AFM/POH and/or SOPs.

Note: If there is no FSTD available a rejected take-off reasonable speed must be determined (e.g. 50% of VMCA) giving due consideration to aeroplane characteristics, runway length, surface conditions, wind direction, brake heat energy, and any other factors that might adversely affect safety.

Description

When performed in a simulator, the candidate will demonstrate a rejected take-off before reaching lift-off speed or, if conducted in the aircraft, the candidate will verbally explain this manoeuvre during the briefing or perform the procedure at a reasonable speed before reaching V1.

Reasonable in this context means: taking into consideration required accelerate-stop distance versus runway length available, wind conditions, runway surface conditions, heating effect on brakes, tire conditions, possible defects of antiskid systems and any other circumstances or conditions that may affect a safe accomplishment of the procedure.

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Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of the technique and procedure for accomplishing a rejected take-off after power-plant/system(s) failure/warnings, including related safety factors;
- consider, prior to beginning the take-off, operational factors which could affect the manoeuvre, such as Take-off Warning Inhibit Systems or other aeroplane characteristics, runway length, surface conditions, wind, obstructions that could affect take-off performance and could adversely affect safety;
- align the aeroplane on the runway centreline;
- perform all required pre-take-off checks as required by the appropriate checklist items;
- adjust the power-plant controls as recommended for the existing conditions;
- apply the controls correctly to maintain longitudinal alignment on the centreline of the runway;
- abort the take-off if, in a single-engine aeroplane the powerplant failure occurs prior to becoming airborne, or in a multi-engine aeroplane, the powerplant failure occurs at reasonable speed before V₁ during the take-off where the abort procedure can be initiated and the aeroplane can be safely stopped on the remaining runway/stop way. If a flight simulator is not used, the power-plant failure will be explained by the candidate prior to the flight;
- reduce the power smoothly and promptly, if appropriate to the aeroplane, when power-plant failure is recognized; and
- use spoilers, prop reverse, thrust reverse, wheel brakes, and other drag/braking devices, as appropriate, maintaining positive control in such a manner as to bring the aeroplane to a safe stop. Accomplishes the appropriate power-plant failure or other procedures and/or checklists as set forth in the POH or AFM or SOP.

6.2.3 Initial Climb / En-Route Climb

Aim

Determine the candidate's ability to comply with initial climb departure procedures and en-route departure procedures as cleared.

Description

The candidate will complete the initial climb procedures, the departure procedures and establish the aircraft on the en-route course as cleared in accordance with the Visual or Instrument Flight Rules, as applicable. In addition, the candidate will demonstrate the proper programming and use of Flight Management Systems as applicable.

Performance Criteria Initial Climb

Base the assessment on the candidate's ability to:

- transition smoothly and accurately from visual meteorological conditions to actual or simulated instrument meteorological conditions, where applicable;
- monitor power-plant controls, settings, and instruments during the initial climb to ensure all predetermined parameters are maintained;
- adjusts the controls to attain the desired pitch attitude at the predetermined airspeed/V-speed to attain the

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desired performance for the take-off and climb segment;

- perform the required pitch changes and, as appropriate, performs or calls for and verifies the accomplishment of, gear and flap retractions, power adjustments, and other required pilot-related activities at the required airspeed/V-speeds within the tolerances established in the POH or AFM and SOPs;
- use the applicable noise abatement and wake turbulence avoidance procedures, as required;
- accomplish or call for and verify the accomplishment of the appropriate checklist items;
- maintain the desired heading and the desired airspeed/V-speed within given limits or the appropriate V-speed range; and
- comply with ATC clearances and instructions issued by ATC (or the Examiner simulating ATC).

Performance Criteria En-route Climb

Base the assessment on the candidate's ability to:

- establish communications with ATC, using proper phraseology;
- select, identify and use the appropriate communications and navigation systems associated with the proposed departure phase;
- perform the aircraft checklist items relative to the phase of flight;
- intercept, in a timely manner, all tracks, radials and bearings appropriate to the procedure, route or clearance;
- adhere to departure, noise abatement and transition procedures or ATC instructions;
- comply, in a timely manner, with all instructions and airspace restrictions;
- maintain proper aircraft control and flight within operating configurations and limitations;
- maintain assigned headings within given limits;
- maintain assigned tracks and bearings within given limits;
- maintain altitude within given limits;
- exhibit adequate knowledge of two-way radio communications failure procedures; and
- conduct the departure phase to a point where, in the opinion of the Examiner, the transition to the en-route environment is complete.

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6.2.4 Cruise

Aim

Determine the candidate's ability to establish the aeroplane in cruising flight at the pre-planned power settings in accordance with the POH/AFM and to determine the candidate's ability to comply with en-route procedures as cleared.

Description

The candidate will establish the aeroplane in cruising flight in accordance with the performance charts in the POH/AFM, placards displayed in the aeroplane or any other means authorized by the manufacturer. In addition, the candidate will maintain the aircraft on the en-route course and comply with en-route procedures, as cleared, in accordance with Visual or Instrument Flight Rules, as applicable. The candidate will demonstrate the proper programming and use of Flight Management Systems as applicable.

Performance Criteria

Base the assessment on the candidate's ability to:

- select and use the appropriate communications frequencies;
- select and identify the navigation aids associated with the proposed en-route phase;
- perform the aircraft checklist items relative to the phase of flight;
- intercept, in a timely manner, all tracks, radials and bearings appropriate to the route or clearance;
- maintain proper aircraft control and flight within operating limitations;
- maintain assigned heading, tracks or bearings within given limits;
- set the power/throttle(s), propeller and mixture controls at the pre-planned power setting, as recommended by the POH/AFM;
- synchronize propellers;
- apply any additional measures recommended by the manufacturer with respect to aircraft configuration or other considerations; and
- confirm cruise performance and demonstrate good decision-making to deal with the consequences of variances from the expected performance (ETA revision, fuel management).

6.3 General Airwork

6.3.1 Steep Turns

Aim

Determine the candidate's ability to perform level and coordinated steep turns.

Description

At an operationally safe altitude recommended by the manufacturer, training syllabus, or other training directive, but in no case lower than 3,000 feet AGL, the candidate will execute at least one steep turn in each direction with a bank angle of 45° and a change in heading of 360°. The candidate will specify the selected altitude, airspeed and initial heading before entering the turn.

Performance Criteria

Base the assessment on the candidate's ability to:

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- where applicable, divide attention appropriately between outside visual references and instrument indications;
- roll into and out of turns, using smooth and coordinated pitch, bank and power control to maintain the specified altitude within given limits;
- establish the recommended entry airspeed;
- maintain the bank angle of 45° within $\pm 10^\circ$ while in smooth stabilized flight; and reverse the direction of turn and repeat the manoeuvre in the opposite direction;
- roll out of the turn at the reversal heading and the entry heading within $\pm 10^\circ$; and
- avoid any indication of an approaching stall, abnormal flight attitude, or exceeding any structural or operating limitation during any part of the manoeuvre.

6.3.2 Stalls

Aim

Determine the candidate's ability to recognize and recover smoothly and correctly from an approach to a stall in various configurations with a minimum loss of altitude.

Description

For the purpose of this manoeuvre, the required approach to a stall speed is the speed at which there is a perceptible buffet or other response/warning to the initial stall entry. When performed in an aeroplane, conduct the approach to stall at an altitude of at least 3,000 feet AGL. Perform one of the approaches to stall while in a turn with a bank angle of between 15° and 30°.

Performance Criteria

Base the assessment on the candidate's ability to:

- select an entry altitude that is in accordance with the AFM/POH or SOPs, but in no case lower than an altitude that will allow recovery to be safely completed at a minimum of 3,000 feet AGL. When accomplished in an FSTD, the entry altitude may be at low, intermediate, or high altitude as appropriate for the aeroplane and the configuration, at the discretion of the Examiner;
- observe the area is clear of other aircraft prior to accomplishing an approach to a stall;
- establish the specified configuration;
- while maintaining altitude, slowly establishes the pitch attitude (when approaching the stalling speed avoid using trim), bank angle, and power setting that will induce stall at the desired target airspeed;
- announce the first indication of an impending stall (such as buffeting, stick shaker, decay of control effectiveness, and any other cues related to the specific aeroplane design characteristics) and initiates recovery as briefed before the flight and according AFM/POH;
- avoid entering a full stall (unless this is the scope of the exercise);
- promptly recover to a reference airspeed, altitude and heading, allowing only the acceptable altitude or airspeed loss, and heading deviation;
- retract flaps as recommended; and retract the landing gear after a positive rate of climb is established, or as

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recommended by the manufacturer;

- demonstrate smooth, positive control during entry, approach to a stall, and recovery; and
- return to the altitude, heading and airspeed specified by the Examiner.

6.4 Holding, Approach, Landing and G/A Procedures

6.4.1 Holding

Aim

Determine the candidate's ability to establish the aircraft in a holding pattern using an actual or simulated ATC clearance.

Description

In actual or simulated instrument conditions, the candidate must demonstrate adequate knowledge of a holding procedure for a standard or non-standard, published or non-published holding pattern. If appropriate, the candidate must demonstrate adequate knowledge of holding endurance, including, but not necessarily limited to, fuel on board, fuel flow while holding, fuel required to alternate, etc. Based on an actual or simulated clearance, the candidate will select a suitable entry procedure, enter the hold and establish the aircraft in the holding pattern. Also, the candidate will demonstrate the proper programming and use of Flight Management Systems if applicable.

Performance Criteria

Base the assessment on the candidate's ability to:

- change to the recommended holding airspeed appropriate for the aeroplane and holding altitude, to cross the holding fix at or below maximum holding airspeed;
- recognize arrival at the clearance limit or holding fix and initiate entry into the holding pattern;
- follow appropriate entry procedures for a standard, nonstandard, published, or non-published holding pattern;
- report entering the hold;
- comply with ATC reporting requirements;
- use the proper timing criteria required by the holding altitude and ATC or Examiner's instructions;
- comply with the holding pattern leg length when a DME distance is specified;
- use the proper wind-drift correction techniques to accurately maintain the desired radial, track, courses, or bearing;
- maintain the appropriate holding speed, headings/tracks/course within given limits, as applicable and accurately tracks radials, courses, and bearings; and
- maintain proper aircraft control and flight within operating configurations and limitations while in the hold.

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6.4.2 Descent

Aim

Determine the candidate's ability to comply with visual or instrument arrival procedures, as applicable.

Description

Descent begins when the crew departs the cruise altitude for the purpose of an approach at a particular destination and ends when the crew initiates changes in aircraft configuration and/or speeds to facilitate a landing on a particular runway.

The candidate will complete the arrival procedures, as cleared, in accordance with Instrument Flight Rules or Visual Flight Rules, as applicable. In addition, the candidate will demonstrate the proper programming and use of Flight Management Systems as applicable.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of en-route Low and High Altitude Charts, STAR's/FMS Procedures, Instrument Approach Procedure Charts, VFR Charts, as applicable, and related pilot and controller responsibilities;
- select and identify the navigation aids associated with the proposed arrival phase;
- select and correctly identify all instrument references, flight director and autopilot controls, and navigation and communications equipment associated with the arrival;
- perform the aircraft checklist items appropriate to the arrival;
- select and establish communications with ATC, using proper phraseology;
- comply, in a timely manner, with all ATC clearances, instructions, and restrictions;
- demonstrate adequate knowledge of two-way communications failure procedures;
- intercept, in a timely manner, all tracks, radials and bearings appropriate to the procedure, route, ATC clearance, or as directed by the Examiner;
- correctly adhere to visual or instrument arrival procedures;
- adhere to airspeed restrictions and adjustments required by regulations, ATC, the POH/AFM, SOP's or the Examiner;
- establish, where appropriate, a rate of descent consistent with the aeroplane operating characteristics and safety;
- maintain the appropriate airspeed, heading, altitude and accurately tracks, radials, courses, and bearings as given and prescribed;
- complies with the provisions of the Profile Descent, STAR, and other arrival procedures, as appropriate; and
- maintain proper aircraft control and flight within operating limitations.

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6.4.3 Approach General

Aim

Determine the ability of the candidate to fly a successful stabilized precision and non-precision instrument approach in accordance with the published instrument approach procedure.

Stabilized as defined in ICAO Doc 8168 means:

- i. At V_{app}
- ii. Correct final approach configuration as briefed/planned
- iii. On track and glide-path
- iv. Aircraft trimmed for approach speed
- v. Correct/sufficient power setting for the final approach
- vi. All checklists and the briefing completed

Description

The candidate will demonstrate approaches performed in accordance with procedures and limitations according AFM/POH or SOPs of the training syllabus of the ATO or the operator for the approach facility used. For multi-engine aeroplanes complete at least one approach with a simulated failure of one engine.

The simulated engine failure shall occur before initiating the final approach segment and must continue to touchdown or throughout the missed approach procedure.

The candidates will demonstrate the proper programming and use of Flight Management Systems as applicable.

The minimum altitudes depicted on the approach chart represent hard approach floor heights above terrain or other obstacles determined during the approach design process. Descent below these altitudes compromises the approach design safety factor.

Non-Precision Instrument Approach (2D) - Performance Criteria

Base the assessment on the candidate's ability to:

- select and comply with the PBN, VOR, LOC or NDB instrument approach procedure to be performed;
- establish two-way communications with ATC using the proper communications phraseology and techniques;
- comply in a timely manner, with all clearances, instructions, and procedures issued by ATC and advise accordingly if unable to comply;
- select, tune, identify, confirm and monitor the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- establish the appropriate aircraft configuration and airspeed/V-speed considering turbulence, wind shear, microburst conditions, or other meteorological and operating conditions;
- complete the aircraft check list items appropriate to the phase of flight or approach segment, including engine out approach and landing checklist, as appropriate;
- prior to final approach course, maintain declared altitudes in given limits without descending below

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- applicable minimum altitudes, and maintain tracks as given;
- apply necessary adjustment to the published Decision Altitude/Height (DA/H) or Minimum Descent Altitude/Height (MDA/H) and visibility criteria for the aeroplane approach category when required, such as for performance considerations, NOTAMS, inoperative aeroplane/ ground navigation equipment or inoperative visual aids associated with the landing environment;
- on the intermediate and final segments of the final approach course:
 - a. maintain PBN/ VOR/ LOC tracking within ½ scale deflection of the course deviation indicator or within 5 degrees of the desired track in the case of an NDB approach;
 - b. fly the approach in a stabilized manner without descending below the applicable minimum altitudes depicted on the approach chart (+as required/–0 feet);
 - c. in the case of a CDFA approach, achieve a stable descent complying with the published altitude/distance profile;
 - d. in the case of a non-CDFA approach, descend to and accurately maintain the briefed Minimum Decision Altitude/Height (MDA/H) whilst tracking to the Missed Approach Point (MAP);
 - e. maintain declared approach airspeeds (+10/-5 knots);
 - f. initiate the missed approach procedure, if the required visual references for the intended runway are not obtained at the MAP or DA/H;
 - g. execute a normal landing from a straight-in or circling approach if the required visual references are achieved.

Precision Instrument Approach (3D) - Performance Criteria Base

the assessment on the candidate's ability to:

- select and comply with the ILS or LPV instrument approach procedure to be performed;
- establish two-way communications with ATC using the proper communications phraseology and techniques, either personally, or, if appropriate, directs co-pilot/safety pilot to do so, as required for the phase of flight or approach segment;
- comply in a timely manner, with all clearances, instructions, and procedures issued by ATC and advise accordingly if unable to comply;
- select, tune, identify and confirm the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- establish the appropriate aircraft configuration and airspeed/V-speed considering turbulence, wind shear or other meteorological and operating conditions;
- complete the aircraft check list items appropriate to the phase of flight or approach segment, including engine out approach and landing checklist, as appropriate;
- prior to final approach course, maintain declared or assigned altitudes within given limits without descending below applicable minimum altitudes and maintain headings within given limits;
- apply necessary adjustment to the published Decision Height (DH) and visibility criteria for the aeroplane approach category when required, such as NOTAMS, inoperative aeroplane and ground navigation equipment, inoperative visual aids associated with the landing environment;

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- on final approach course, allow no more than ½ scale deflection of the localizer and/or glideslope indications;
- maintain declared approach airspeeds within given limits;
- maintain a stabilized descent to the Decision Height (DH) to permit completion of the visual portion of the approach and landing with minimal manoeuvring; and
- initiate the missed approach procedure, upon reaching the DH, when the required visual references for the intended runway are not obtained.

Circling Approach - Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of circling approach categories, speeds, and complies with procedures to a specified runway;
- in simulated or actual instrument conditions to MDA, accomplish the circling approach selected by the Examiner;
- demonstrate sound judgment and knowledge of the aeroplane manoeuvring capabilities
- throughout the circling approach;
- adheres to all restrictions and instructions issued by ATC;
- descend at a rate that ensures arrival at the MDA at, or prior to, a point from which a normal circle-to-land manoeuvre can be accomplished;
- avoids descent below the appropriate circling MDA until in a position from which a descent to a normal landing can be made;
- manoeuvre the aeroplane, after reaching the authorized circling approach altitude, by visual references to maintain a flight path that permits a normal landing on a runway at least 90° from the final approach course;
- perform the procedure without excessive manoeuvring and without exceeding the normal operating limits of the aeroplane;
- maintain the desired altitude within -0, +100 feet, heading/track and the airspeed within given limits, but not less than the airspeed as specified in the POH or the AFM;
- use the appropriate aeroplane configuration for normal and abnormal situations and procedures, where applicable;
- turn in the appropriate direction, when a missed approach is dictated during the circling approach and uses the correct procedure and aeroplane configuration (the missed approach procedure must be briefed in detail before starting the approach!); and
- perform all procedures required for the circling approach and aeroplane control in a smooth, positive, and timely manner.

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6.4.4 Go-Around

Aim

Determine the candidate's ability to carry out a successful missed approach.

Description

Following an instrument approach, the candidate will conduct a missed approach at any time from intercepting final approach to touch down on the runway. Except where ATC amends it, the candidate must follow the published missed approach profile.

In addition, the candidate will demonstrate the proper programming and use of Flight Management Systems as applicable.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of missed approach procedures associated with standard instrument approaches;
- initiate the missed approach procedure promptly by the timely application of power, establish the proper climb attitude, and reduces drag in accordance with the approved procedures, assures a positive climb;
- report to beginning the missed approach procedure;
- comply with the published or alternate missed approach procedure;
- follow the recommended aeroplane check list items appropriate to the go-around procedure;
- request a clearance, if appropriate, to the alternate airport, another approach, a holding fix, clearance limit, or as directed by the Examiner; and
- maintain recommended airspeeds, heading, track or bearing within given limits; and
- climb to and maintain the published missed approach altitude, or as cleared by ATC or the Examiner.

6.4.5 Baulked Landing 50 Feet

Aim

Determine the candidate's ability to carry out a successful rejected landing.

Description

The candidate will conduct a baulked landing after having completed the instrument portion of the approach with the runway in sight, the aircraft configured for landing and in final descent to the runway. Initiate this manoeuvre at approximately 50 feet above the runway and just about over the runway threshold. The Examiner may combine the baulked landing with the missed approach.

In addition, the candidate will demonstrate the proper programming and use of Flight Management Systems, as applicable.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of a baulked landing procedure including the conditions of it, the importance of a timely decision, the recommended airspeed, & the applicable "clean-up" procedure;

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- make a timely decision to reject the landing for actual or simulated circumstances and make appropriate notification when safety-of-flight is not an issue;
- apply the appropriate power setting for the flight condition and establish a pitch attitude necessary to obtain the desired performance/positive climb;
- retract the wing flaps/drag devices and landing gear, if appropriate, in the correct sequence and at a safe altitude, establishes a positive rate of climb and the appropriate airspeed within +10/-5 knots;
- trims the aeroplane as necessary, and maintain the proper ground track during the rejected landing procedure; and
- accomplish the appropriate checklist items in a timely manner in accordance with approved procedures.

6.4.6 Landing

Aim

Determine the candidate's ability to carry out a normal or crosswind landing.

Description

The candidate will demonstrate (depending on the check profile):

- one normal landing, where practical, conducted without external or internal glideslope information;
- one landing from an instrument approach;
- one crosswind landing, where practicable, under existing meteorological, runway and airport traffic conditions;
- one landing under simulated circling approach conditions except where prevailing conditions prevent a landing, an approach to a point where a landing could have been made.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of normal and crosswind approaches and landings including recommended approach angles, airspeeds, V-speeds, configurations, performance limitations, and ATC or Examiner instructions;
- consider factors to be applied to the approach and landing such as displaced thresholds, meteorological conditions, NOTAMs, wake turbulence, wind shear, microburst, gust/wind factors, visibility, runway surface, braking conditions, and other related safety factors (as appropriate to the aeroplane);
- establish the approach and landing configuration appropriate for the runway and meteorological conditions, and performs proper power adjustments;
- perform the aircraft checklist items relative to the phase of flight;
- maintains a ground track that ensures the desired traffic pattern will be flown, considering any obstructions and ATC or Examiner instructions;
- verify existing wind conditions, makes proper correction for drift, and maintains a precise ground track;
- maintain a stabilized approach and the desired airspeed within +10/-5 knots.
- execute a landing from an approach MDA or DA when the required visual references for the intended runway are obtained;

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- accomplish a smooth, positively controlled transition from final approach to touchdown or to a point in the opinion of the Examiner that a safe full stop landing could be made;
- maintain positive directional control and crosswind correction during the after-landing roll and strictly maintain the runway centreline;
- use spoilers, prop reverse, thrust reverse, wheel brakes, and other drag/braking devices, as appropriate, in such a manner to bring the aeroplane to a safe stop;
- leave the runway on taxiway/intersection as mentioned during the approach briefing or as instructed by ATC or the Examiner; and
- complete after-landing checklist items in a timely manner & as recommended by manufacturer.

6.4.7 Taxi In – Block On

Aim

Determine the candidate's ability to conduct after landing taxi in, arrival/engine shutdown, post-flight and flight close procedures as appropriate.

Description

The candidate will demonstrate the ability to manoeuvre the aircraft under its own power to an arrival area for parking, shut down the engine(s) and ancillary systems and conduct required post flight procedures such as securing the aircraft.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate proficiency by maintaining correct and positive control;
- consider the safety of nearby persons or property by maintaining proper look-out, spacing between aircraft and obstructions;
- accomplish the applicable checklist items and performs the recommended procedures;
- maintain an appropriate taxi speed;
- comply with instructions issued by ATC (or the Examiner simulating ATC);
- observe runway hold lines, localizer and glide slope critical areas, and other surface control markings and lighting to prevent a runway incursion;
- maintain constant vigilance and aeroplane control during the taxi operation; and
- record forms/logs and flight time/discrepancies.

6.4.8 Pilot Duties

Aim

Determine the candidate's ability to demonstrate proper duties in accordance with the aircraft procedures and SOP's.

Description

Each pilot will demonstrate PF duties sufficient to determine compliance with and knowledge of aircraft procedures and company SOPs. This will include normal and abnormal procedures.

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Performance Criteria

Base the assessment on the candidate's ability to:

- adhere to pilot duties as outlined in the aircraft procedures and company SOP's;
- complete necessary duties assigned by the pilot flying;
- maintain crew discipline during normal and abnormal procedures;
- demonstrate familiarity with the procedures contained in the QRH or paper checklist;
- demonstrate FMS inputs, as applicable;
- effectively share cockpit workload; and
- maintain crew awareness or attention to flight mode annunciations.

6.5 Abnormal and Emergency Procedures (as applicable)

6.5.1 Abnormal/Emergencies

Aim

Determine the candidate's ability to complete recommended checks and procedures in accordance with the POH, AFM, or other applicable publications in event of system malfunctions or other emergencies.

Description

System malfunctions will consist of a selection adequate to determine that the pilot has satisfactory knowledge and ability to safely handle malfunctions. The candidate will be required to demonstrate the use of as many simulated abnormal and emergency procedures as is necessary to confirm that the pilot has an adequate knowledge and ability to perform these procedures.

Performance Criteria

Base the assessment on the candidate's ability to:

- demonstrate adequate knowledge of the emergency procedures appropriate to the approved AFM (as may be determined and briefed before the flight by the Examiner) relating to the aeroplane type;
- identify the malfunctions;
- review causal factors, identify possible alternate course of action;
- apply correct checks and procedures in accordance with the POH/AFM, or other approved publication;
- consider and apply any restrictions or limitations to the operation of a system(s) and procedures in order to continue the flight;
- demonstrate knowledge and ability in the use of the electronic checklist and alerting system, as applicable; and
- develop a reasonable course of action for the remainder of the flight including a risk assessment (e.g.: FORDEC – Facts-Options-Risks-Decision-Execution-Check)

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6.5.2 Engine Failure

Aim

Determine the candidate's ability to maintain control of the aircraft and carry out the appropriate engine failure procedures in accordance with the POH/AFM and/or SOPs.

Description

The pilot will demonstrate the ability to maintain control and safely handle malfunctions on simulated engine failures any time during the check.

Performance Criteria

Base the assessment on the candidate's ability to:

- recognize an engine failure or the need to shut down an engine as simulated by the Examiner;
- complete engine failure vital action checks from memory;
- establish a bank of approximately 5°, if required, or as recommended by the manufacturer, to maintain coordinated flight, and properly trim for that condition;
- set engine controls, reduce drag as necessary, correctly identify and verify the inoperative engine after the failure (or simulated failure);
- maintain the operating engine within acceptable operating limits;
- establish the best engine inoperative airspeed as appropriate to the aircraft and condition of flight;
- establish and maintain the recommended flight attitude and configuration for the best performance for all manoeuvring necessary for the phase of flight;
- follow the prescribed aeroplane checklist, and verify the procedures for securing the inoperative engine;
- determine the cause for the engine failure and if a restart is a viable option;
- maintain desired altitude within given limits, when a constant altitude is specified and is within the capability of the aeroplane;
- maintain the desired airspeed and heading within given limits;
- demonstrate proper engine restart or shutdown procedures (whatever appropriate) in accordance approved procedure/checklist or the manufacturer's recommended procedures and pertinent checklist items; and monitor all functions of the operating engine and make necessary adjustments.

6.6 De-briefing the applicant after a test

Refer to EASA FEM

- MODULE 1 GEN Section 16 Test Debriefing
- EASA FEM module(s) specific to Examiner privileges

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.

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Note 1: If the test/check has been failed, the Examiner shall also remind the applicant of the right of appeal in accordance with Malta Air Navigation Act, and its associated Regulatory Instruments and PEL Notice 57.

Note 2: 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.

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CHAPTER 7 – LAPL and Private Pilot Licence (Aeroplane) – LAPL/PPL (A)

The following comments and information are offered to assist the Examiner to conduct a thorough flight test. These suggestions will support in making accurate assessments of the applicant's skills and knowledge. All items of the skill test shall be performed utilising the flight test standards of Chapter 3 and flight test tolerances depicted on the skill test form.

7.1 Foreword

Every item of every section is to be assessed by the flight Examiner - FE. Some items must be assessed through a dedicated exercise, for instance, item 2.g. requires air work. Other items are assessed without setting a particular drill:

1. It can be assessed through normal situations of the flight. For instance, items 2.c. (climbing turns and levelling off) have a chance to be observed within the very first minutes of the flight.
2. It is assessed through the whole flight, or parts of it. For instance, items 2.a or 3.h (ATC liaison) or item 3.b maintaining altitude, heading and speed.

7.2 Aeroplane

Part-FCL reference	FCL.125 // FCL.235 // FCL.1015
Who can test:	Flight Examiner (FE), if they are individually authorised for this role. When an attempt is taken as two flights both parts are to be conducted by the same Examiner.

7.3 General

The route to be flown for the skill test shall be chosen by the FE.

The applicant shall be responsible for the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board. The navigation section of the test shall have a duration of at least 30 minutes which allows the pilot to demonstrate his ability to complete a route with at least two identified waypoints for the LAPL (A) and three waypoints for the PPL (A). These waypoints shall be agreed between applicant and Examiner.

An applicant shall indicate to the FE the checks and duties carried out, including the identification of radio facilities. Checks shall be completed in accordance with the flight manual or the authorised checklist for the aeroplane or TMG on which the test is being taken. During pre-flight preparation for the test the applicant shall be required to determine power settings and speeds. Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the operations manual or flight manual for the aeroplane used.

GM1 FCL.1015 requires the duration of the flight to be at least 90 minutes.

7.4 Check of theoretical knowledge

Ensure that questions asked are in relation to the type of aircraft being used for the flight test.

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CHAPTER 8 – Commercial Pilot Licence – CPL (A)

The following comments and information are offered to assist the Examiner to conduct a thorough flight test. These suggestions will support in making accurate assessments of the applicant's skills and knowledge. All items of the skill test shall be performed utilising the flight test standards of Chapter 3 and flight test tolerances depicted on the skill test form.

8.1 Aeroplane

Part-FCL reference	Appendix 4 to Part-FCL
Who can test:	Flight Examiner (FE), if they are individually authorised for this role. When an attempt is taken as two flights both parts are to be conducted by the same Examiner.

8.2 General

The skill test and proficiency check will be performed according to Appendix 4 to Part-FCL. In situations where the Examiner does not occupy a pilot seat, he/she is responsible for briefing the safety pilot (Pilot-in- Command) on his duties throughout the test flight.

Applicants will be assessed on all aspects of the aeroplane operation. Sound basic and handling skills are essential as well as airmanship, navigation, instrument flying, correct RT phraseology, cockpit and overall flight management. The Examiner may elect to evaluate certain aspects by asking questions.

All relevant sections of the skill test shall be completed within 6 months. Failure to achieve a pass in all relevant sections of the test in two attempts will require further training. The sequence of sections may vary depending on circumstances and the Examiner's briefing will include the expected profile.

GM1 FCL.1015 requires the duration of the flight to be at least 90 minutes.

The route to be flown shall be chosen by the FE and the destination shall be a controlled aerodrome. The applicant shall be responsible for the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board.

Items in section 2 (c) and (e) (iv), and the whole of sections 5 and 6 may be performed in an FSTD. The FSTD must be approved for the purpose and must be of the same aeroplane type/class as used for the remainder of the skill test.

Use of the aeroplane checklists, airmanship, control of the aeroplane by external visual reference, anti-icing/de-icing procedures and principles of threat and error management apply in all sections.

The FE shall take no part in the operation of the aircraft except where intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic. The CPL Skill Test is very demanding. It is acknowledged that even the most 'professional' or 'talented' pilots can make mistakes. This does not necessarily result in a "fail".

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8.3 Conduct of CPL Skill Test

General

Transits to and from Sicily will be required so that the En-route section may be completed over land. These transits can be used to complete other sections of the test.

Section 1 – Departure

Performance planning must be carried out in accordance with the ATO Operations Manual. It is expected that the Operations Manual will require planning in accordance with EASA PART-OPS as the CPL course is designed to train pilots for commercial air transport.

Section 2 – Airwork

Both visual and instrument air work can be completed during the transits to and from Sicily, once clear of the immediate vicinity of Luqa. By judicious use of lookout turns etc, a general movement towards one's destination can be achieved. It is assumed that visual straight & level, climbing, descending and medium turning will be assessed during the entire flight rather than as separate air work items, although a VX climb may be used to help satisfy the slow flight requirement. During the air work, the Examiner will be responsible for ATC liaison and navigation. Instrument air work shall be carried out with the applicant wearing TMCAD approved goggles or hood. During limited panel work the PFD, if fitted, shall be covered with a TMCAD approved screen rather than just dimmed. If the aircraft is not fitted with a turn coordinator/turn needle, then use of a standby AI is acceptable.

Section 3 – En-route

The visual navigation legs of the En-route Section must be flown over Sicily. The transit to Sicily shall be 'all aids' and the coast-in point can be set up as a GPS waypoint. Around 20 miles from Sicily any air work shall be terminated and the applicant briefed on his present position. He shall then fly to the coast-in point. Once it is visually identified, all navigation aids shall be disabled by de-tuning (VOR, DME, and ADF) or by blanking the MFD (winding the range out to 300nm or setting the traffic page is quite effective). Wind information shall be removed from the PFD if possible. The first leg shall be around 20 minutes duration and the applicant shall use a recognised method of navigation. At or before reaching the first waypoint the applicant shall be given a diversion destination. This destination shall be a geographical feature around 20 minutes distant. There shall be at least 30° between inbound and outbound tracks. On the diversion leg the applicant may use terrestrial radio aids to assist his navigation, but not processed GPS information. If the applicant has successfully reached the first waypoint, the diversion leg can be curtailed once it is apparent that the applicant is highly likely to reach the diversion destination. Section 3 also includes fixing and tracking using terrestrial radio aids while in instrument flight (wearing goggles or a hood); if no suitable aid is available to track, then a GPS 'direct to' may be substituted if the MFD remains hidden. These items are best carried out during the transits at the same time as the instrument air work.

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Section 4 – Approach and Landing

This section shall, whenever possible be carried out at an airfield other than Luqa, such as Comiso. The arrival can be started directly from the end of the en-route diversion or after part of the air work. Before handing responsibility for ATC liaison and navigation to the applicant, the Examiner shall brief on current position and ATC service received. One approach, usually the asymmetric landing, shall be 'saved' for the final arrival at Luqa. However, unless the applicant's performance during the arrival at Comiso left doubt in the Examiner's mind, the arrival procedure at Luqa should not form part of the assessment. Resetting the engine to 'failed' during the arrival at Luqa is the Examiner's responsibility and no emergency drills are required from the applicant. Examiners may need to use their judgement when considering whether ATC instructions are 'reasonable'. If they consider that the instructions are outside of normal aviation practice, then they may need to assist the applicant without penalty. Examiners shall confirm touch-and-go procedures with the applicant before departure. Touch-and-goes are not an assessed item and so, if the applicant does not wish to do them or requires that the Examiner raises the flap and re-trims when on the runway, then this shall be respected.

Section 5 – Abnormal Procedures

On a SE aeroplane, this section requires a system failure. On an ME aeroplane, this section requires a fire and a system failure. The fire can be usefully combined with the actual engine shutdown required in Section 6. However, airmanship/TEM considerations must be adhered to: the shutdown shall be carried out at a safe height (3000ft agl/amsl or as required by the ATO Operations Manual) and within sensible range of an airfield with suitable weather conditions; on an aeroplane with air-cooled, turbocharged engines, there shall be a cooling period at low power before shutdown and after restart. The Examiner will need to brief the required procedures before flight. System failures will be touch drills but the applicant shall be expected to carry out the appropriate airmanship/TEM actions by making in-cockpit radio calls and changing track if necessary. System failure drills are not 'memory items'. Circuit breakers shall not be pulled to simulate.

Section 6 – Asymmetric and Class Rating

The EFATO, asymmetric go around and asymmetric landing shall be combined with Section 4. The engine restart shall be accomplished by the applicant using the checklist. Use of aircraft systems is required for the issue of a class rating. The autopilot, if fitted, must be used at some point. The only times acceptable for autopilot use are: during the transit to/from Sicily (except when air work and fixing/tracking is carried out), airfield arrival (Comiso and Luqa), during the system failure (unless the simulated failure is such that autopilot use would be inadvisable). Full use of the GPS (with a current database) is allowed for all the flight except Section 3; applicants shall, at least, be familiar with the 'Direct-to' function and be capable of transferring navigational information to the HSI. If the aircraft is fitted with anti-icing equipment, then the applicant shall be familiar with its use. The rejected take-off may be best done immediately after the final landing, given the length of the Luqa runways, but Examiners will have to use their judgement as to when is the best time for this manoeuvre. The rejected take-off shall be initiated by the Examiner saying "stop" or by simulating some form of warning or caution. Applicants must be briefed to use the full length of the runway remaining when stopping.

CIVIL AVIATION DIRECTORATECivil Aviation Directorate, Transport Malta, Pantar Road, Hal Lija LJA 9023 Malta. Tel: +356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt**8.4 When proficiency is not reached**Repeat Items

At the discretion of the Examiner, any manoeuvre or procedure of the test may be repeated once by the Candidate. The Examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skills requires a complete re-test. As general guidance, the Examiner's discretion should only be exercised when they consider that the Candidate does not require remedial training. Repeats, if possible, should be completed when all other test items have been attempted to allow the Examiner an opportunity to assess the overall performance of the Candidate. Repeats should be recorded if required by the Candidate's licencing authority.

Refer to the EASA Flight Examiner Manual Module 1 – General 15.2 for the Repeat item flow chart.

Partial Pass

An applicant gaining a partial pass will be required to retake the failed section. He/she will be expected to put the aeroplane in a position from which this section can be carried out. Once the failed section has been flown, the test is complete; however, if the applicant elects to fly the aeroplane back to Luqa, then he/she will be assessed.

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CHAPTER 9 – Instrument Rating – IR (Aeroplane)

The following comments and information are offered to assist the Examiner to conduct a thorough flight test. These suggestions will support in making accurate assessments of the applicant's skills and knowledge. All items of the skill test shall be performed utilising the flight test standards of Chapter 3 and flight test tolerances depicted on the skill test form.

9.1 Aeroplane

Part-FCL reference	Appendix 7 to Part-FCL
Who can test:	IRE (an IRE or suitably qualified CRE may conduct the IR revalidation or renewal proficiency check)

9.2 General

The skill test and proficiency check will be performed according to Appendix 7 to Part-FCL. An applicant for an IR shall have received instruction on the same class or type of aircraft to be used in the test.

An applicant shall pass all the relevant sections of the skill test. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test again. An applicant failing only one section shall only repeat the failed section.

The test is intended to simulate a practical flight. The route to be flown shall be chosen by the Examiner. An essential element is the ability of the applicant to plan and conduct the flight from routine briefing material. The applicant shall undertake the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board.

The duration of the flight shall be at least 1 hour.

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

An applicant shall fly the aircraft from a seat where the PIC functions can be performed and must carry out the test as if there was no other crew member. The Examiner shall take no part in the operation of the aircraft, except when intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic.

An applicant for an IR shall indicate to the Examiner the checks and duties carried out, including the identification of radio facilities. Checks shall be completed in accordance with the authorised checklist for the aircraft on which the test is being taken. During pre-flight preparation for the test the applicant is required to determine power settings and speeds.

Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the operations manual or flight manual for the aircraft used.

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9.3 Conduct of Test/Check IR

The aeroplane for the IR-skill test/proficiency check shall be suitably equipped for instrument flight.

The briefings

The pre-flight briefing shall be according to Chapter 2 of this manual. The de-briefing and the assessment of the test will be according to Chapter 2 of this manual.

The skill test

The flight test items of the skill test/proficiency check must be performed according to the flight test standards in Chapter 3. To establish and maintain PBN privileges, one approach in either Section 4 or Section 5 of the skill test/proficiency check form shall be an RNP APCH.

General

This test is intended to simulate a practical flight. To this end, the first preference shall always be to fly the En-route Section as a transit to another airfield rather than as a triangular navigation exercise around the Malta FIR. Both Comiso, Catania Fontanarossa and Lampedusa are within practical range. However, if it is obvious that weather conditions preclude an approach in Sicily, or ATC will not accept the movement, a route within the FIR would be acceptable as a last resort. Both a precision – 3D (ILS) and a non-precision – 2D (VOR, NDB, LLZ, GPS) approaches are required. At least one approach must be procedural. The approaches can be flown in any order. Simulated weather conditions for the flight are: cloud throughout the levels flown and at minimums for the approaches; freezing level as actually experienced.

Section 1 – Departure

Performance planning must be in accordance with the ATO Operations Manual. The applicant must complete and submit an IFR flight plan. If possible, a SID shall be flown. The applicant shall don TMCAD approved goggles/hood after take-off once the aeroplane has been put in the climb configuration. The applicant shall check the OAT regularly and check for ice when appropriate.

Section 2 – Airwork

It is assumed that full panel straight & level, climbing, descending and turning will be assessed during the entire flight rather than as separate air work items. Item (d) will be covered by recovery from incipient stalls in the base turn and final approach configurations. Item (c), full panel unusual attitudes, will be covered by successful completion of Item (e). Before starting the limited panel manoeuvres, the PFD (or main AI and HSI/DI plus RMI) must be covered with TMCAD approved screens, dimming is not sufficient. If a turn coordinator/turn needle is fitted then this shall be used; otherwise, use of a standby AI is acceptable. Instrument air work should be carried out on the transit back from Sicily or during the last navigation leg. The Examiner is responsible for navigation and ATC liaison during the section. After the air work the aircraft should be sufficiently far from Luqa for the applicant to carry out all the necessary arrival procedures within a reasonable time. The applicant shall be briefed on his position and ATC service received before being given back responsibility for navigation and ATC liaison.

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Section 3 – En-route

During the En-route Section the applicant shall track towards and away from a facility. GPS can be used as required if the equipment has a current database. Autopilot may be used in the cruise and descent in Heading, Altitude or Vertical Speed modes. Position reports are as required by ATC. The Examiner may simulate a build-up of ice and require appropriate touch-drills. The transit to Sicily should normally be made along an ATS route (usually N982). This will require a transit at FL100. If, during the climb, it becomes apparent that FL100 will not be reached then a lower level, outside CAS, should be negotiated. Although the return from Sicily will normally be flight planned as IFR, Examiners should consider cancelling IFR on departure from Comiso/Catania and transiting at a lower, VFR level during which the air work can be carried out. IFR can be resumed before the recovery to Luqa.

Section 4 – Precision Approach (3D)

This may be flown procedurally or using radar vectors. It can be the first or second approach flown. GPS shall be disabled and the MFD hidden if a procedural approach is flown. This only applies if the procedural approach does not require use of GPS. The approach must be hand-flown without the use of a flight director.

Section 5 – Non-precision approach (2D)

This can be a VOR, LLZ, NDB or GPS approach, flown procedurally or using radar vectors. It can be the first or second approach flown. If both approaches are to be at Luqa, it would be preferable to fly the hold and procedural approach first (precision 3D or non-precision 2D). If equipment allows, the hold shall be a single-needle exercise. Wind information shall be removed from the PFD if possible. Loss of glidepath information for the LLZ approach can be simulated on the G950/G1000 by a post-it type label being placed over the glidepath indicator. GPS shall be disabled (if possible) and the MFD hidden during the hold and procedural approach. This only applies if the procedural approach does not require use of GPS. The approach must be hand-flown without use of a flight director. During the pre-flight brief the Examiner must ascertain whether a CDFA is planned and what increment the applicant plans to add to MDA/H.

Section 6 – Asymmetric

The EFATO shall be given, at a safe height (500 ft), on the go-around from the first approach. If the first approach is at Luqa then the aircraft shall remain on one engine for the subsequent approach. If at Comiso or Catania, the Examiner shall restore the failed engine on climb-out, but not before he has seen all drills completed and the aircraft stabilised at VYSE. It is the Examiner's responsibility to reset any associated controls (i.e. mixture, cowl flaps, rpm) when restoring or re-failing the engine. The engine shall be re-failed at some point approaching Luqa, preferably in the descent so that the asymmetric forces are minimised. During an asymmetric ILS approach the goggles/hood shall be worn for the go around and then removed once the aircraft is stabilised in the climb. During an asymmetric non-precision approach – 2D, the Examiner has the choice of leaving the applicant's goggles/hood on or removing them just before MDA. If the school's Operations Manual requires an ACH of greater than 200ft then an increment may need to be added to the DA for a precision approach – 3D. Schools using an ACH of greater than 300ft shall be referred to TMCAD before any test is undertaken.

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9.4 When proficiency is not reached (IR)

Repeat Items

Repeats are at the Examiner's discretion but shall be used sparingly on a skill test, and only when some external factor is judged to have affected the applicant's performance.

Partial Pass

An applicant gaining a partial pass will be required to retake the failed section. He will be expected to put the aeroplane in a position from which this section can be carried out. Once the failed section has been flown, the test is complete; however, if the applicant elects to fly the aeroplane back to Luqa, he will be assessed.

9.5 Conduct of Test/Check MEP/IR

General

The combined MEP/IR Proficiency Check is subject to many of the conditions listed in the briefs for the CPL and IR STs, but there are some fundamental differences.

Section 1 – Departure

Performance planning shall be carried out; however, the choice of safety factors is the applicant's unless he is operating to a specified operations manual. The departure shall be carried out without visual reference (using foggles or a hood) once the aeroplane is established in the climb. Autopilot may be used, if fitted and serviceable.

Section 2 – Visual Airwork

This should be carried out after the route sector. All mandatory items must be covered. The applicant is responsible for lookout throughout.

Section 3B – Instrument Flight

Excepting the air work and the ILS approach, the applicant have full use of the equipment fitted to the aeroplane. The route sector can comprise the SID to Gozo followed by a leg to 20nm west of the GZO beacon but, at the Examiner's discretion, may be flown to Comiso. Instrument air work, comprising limited panel turns and UA recoveries shall be carried out, along with the visual air work, after the route sector. All air work exercises must be hand-flown, but a flight director may be used if fitted. During this phase, the Examiner is responsible for ATC liaison and navigation. After the air work the Examiner shall brief the applicant on his position and ATC service received before giving him control for the recovery to Luqa. The most efficient format would be to carry out a hold and procedural approach followed by a radar vectored approach, but this may not always be possible. Loss of glidepath information for a LLZ approach can be simulated on the G1000 by use of a post-it type label being placed over the glidepath indicator. Both autopilot and flight director may be used during the hold and non-precision approach – 2D. The autopilot may not be used for the ILS and shall be disconnected before localiser capture.

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Section 4 – Approach and Landing

Circuits to achieve a normal and flapless landing may be flown after the asymmetric go around, with the Examiner restoring the failed engine on the climb-out. The Examiner will then have to re-fail the engine before the asymmetric landing. The Examiner is responsible for resetting the associated controls. The Examiner must agree procedures for touch-and-go landings with the applicant.

Section 5 – Abnormal Procedures

A rejected take-off must be carried out at some stage. See CPL LST Section 6. Although it is not a mandatory item, Examiners shall consider simulating a system failure of some kind. On initial ME class rating skill tests an engine shutdown and restart is a mandatory item. Considerations for these 2 items can be found in the CPL LST Sections 5 and 6.

Section 6 – Asymmetric

Items in this section shall be flown by sole reference to instruments as far as possible. These items count towards the IR and the ME class rating even though they are normally flown on instruments. Should the applicant's performance during the EFATO and/or asymmetric go around on instruments be unsatisfactory, consideration shall be given to re-flying them visually so that the class rating can be properly assessed.

9.6 When proficiency is not reached (MEP/IR)

Repeat Items

Repeats are at the Examiner's discretion. An applicant undergoing a proficiency check has previously shown that could conduct the necessary manoeuvres and items may be repeated where the Examiner considers it appropriate. Applicants shall not, however, be re-taught by the Examiner before repeating a manoeuvre.

Pass/Fail: If an item of the test is failed, then that section is failed and must be retested. If 2 sections are failed, then the entire rating must be re-flown.

9.7 Combined Tests

Whilst it is usual to combine a class rating and instrument rating renewal/revalidation proficiency check, combining CPL and IR skills tests or Class rating revalidations and initial IR skills tests may not be in the best interests of the applicant.

9.7.1 CPL plus Initial IR

The CPL skills test, by itself, is likely to take at least 2:45 block time. Although there are some elements common to both tests (approach configuration stalls, limited panel, asymmetric work) and one of the transits to/from Sicily could be used for IR Section 3, the requirement to fly a hold and 2 instrument approaches will add at least 35 minutes to the flight. In addition, unsatisfactory performance in any of the 'shared' items will require them to be re-flown visually so that they can be assessed for the CPL. Expecting an ab-initio applicant to be on the top of his game for over 3 hours is unrealistic and so these tests shall not normally be combined. Any request to do so (for example, an experienced ICAO licence holder converting to an EASA licence) shall first be approved by TMCAD.

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These tests could be combined and would produce a format, similar to the combined IR and CR proficiency check. However, the test will be longer than the proficiency check, as the en-route section is likely to require a transit to Sicily and will, in any case, require a longer en-route section than the proficiency check. Examiners will, again, need to be mindful of the consequences of the applicant failing any of the 'shared' items, which will now include some of the stall recoveries. Before agreeing to combine the tests, the Examiner will need to brief the applicant comprehensively and explain the plusses and minuses of such an action.

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CHAPTER 10 – Assessment of competence of instructors (aeroplane)

For guidance refer to: EASA Flight Examiner Manual Module 7.4 – Section 2, 3, 4 and 5

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

10.1 Conduct of the Assessment

The assessment of competence must be performed according to FCL.935. The following books and documents shall be available for the briefings and the flight:

- a) AIP
- b) AICs
- c) Navigation material, charts, computer
- d) Flight handbooks
- e) Instructor guides
- f) Training syllabus
- g) Pilot licences

10.2 Theoretical Knowledge oral test

The oral examination will normally take 1 hour but is dependent on the type of test and the applicant's performance.

1. Questions shall be of practical nature related to the subjects.
2. Questions may be answered using whatever training aids or equipment is available.
3. Questions may be answered by referring to books, documents and diagrams.

Refer to Appendix 4 - Oral questions.

If the test is used for the issue or revalidation of an IRI, the questions shall also focus on instrument flying techniques, IR regulations and procedures. IRI tests must be done in a Member State. If the test is used for the issue or revalidation of a (ME) FI or CRI specific questions relating to asymmetric flight are to be asked.

10.3 The Lecture

Refer to the EASA Flight Examiner Manual Module 7.4 – Section 4 and 5

The accommodation for the theoretical part of the test shall be a suitable location for giving a test lecture to students.

Appropriate literature and training aids being representative for the test aeroplane shall be used for the lecture and briefings.

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The pre-flight briefing shall be a short practical briefing of about 15 to 20 minutes.

10.5 The flight

The assessment shall consist of a minimum of 1 hour of flight instruction. The chosen exercise briefed during the pre-flight briefing shall be the main exercise of the flight.

Before the flight the Examiner shall clearly identify:

1. which exercises the applicant is to fly without unnecessary instructional comments,
2. which exercises are to be taught to the student, and
3. which exercises may be demonstrated to the student but with necessary accompanying instructional comments.

The applicant shall:

1. demonstrate instructional knowledge of common errors made by students in performing exercises.
2. demonstrate and simultaneously explain the flight exercises.
3. analyse and correct simulated common errors.

10.6 Post Flight Briefing

Refer to the EASA Flight Examiner Manual Module 7.4 Sections 6

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CHAPTER 11 – PART NCC & PART NCO

11.1 General

Flight tests are to be conducted under Pat-NCC or Part-NCO of EU Regulation 965/2012. Refer to the EASA Flight Examiner Manual Module 1 – General, 7.0 PART NCC & PART NCO

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CHAPTER 12 – Test Items and Aircraft Safety

12.1 General

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

12.2 Aircraft Safety

The safety of the flight must be the prime consideration at all times. The Examiner is expected to use good judgement when simulating any emergency or abnormal procedure, having regard to local conditions and aircraft safety throughout. The Examiner must be prepared to intervene if safety will be compromised.

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.

CHAPTER 13 – APPLICATION AND ADMINISTRATION

13.1 Application and Administration 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.

Original 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.

13.2 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 & instruction, and found that experience & 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.

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APPENDIX 1 - 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 conditions applies:

- Discontinuance of a manoeuvre for valid safety reasons, i.e., a go-around or other procedure necessary to modify the originally planned manoeuvre.
- Collision avoidance: Examiner intervention on the flight controls to avoid another aircraft that the candidate could not have seen due to position or other factors.
- 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 (radio calls, traffic, etc.) could not adequately be observed.

2. VALIDITY

Assessment of ground and air 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.

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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. Flight 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 flight 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 flight 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 flight test.

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APPENDIX 2 – Standard of Completion

Standard of Completion

Refer to EASA FEM

- Module 1 – General Section 15
- EASA FEM module(s) specific to Examiner privileges

Knowledge, Skills and Attitude Assessment Guidance

Refer EASA FEM

- Module 1 – General Section 15
- EASA FEM module(s) specific to Examiner privileges

Decision Making Flow Chart

Refer to EASA FEM

- EASA FEM module(s) specific to Examiner privileges.

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APPENDIX 3 – Use of Aircraft for Training and Testing

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

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.

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APPENDIX 4 – Airmanship and Human Factors

A.4.1 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.

The foundations of airmanship

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.

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
 - Active listening - inquiry through 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

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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"

A.4.2 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 and 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

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

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APPENDIX 5 - 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

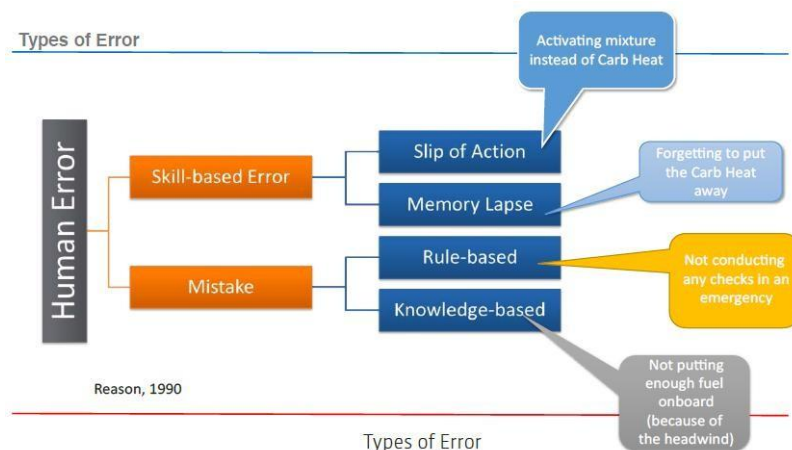
Threats are defined as "events that occur beyond the influence of the flight crew, they increase operational complexity, and must be managed to maintain the safety margin". During typical flight operations, flight crew may encounter 3 categories of threats.

- 1) **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.
- 2) **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.
- 3) **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.



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UNDESIRE 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.

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APPENDIX 6 - 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.*

Example of a basic question:

“What is meant by the term VFR in aviation?” Answer, “Visual Flight Rules”

“Is the weather VMC for today's flight?” Answer, “Yes/No” follow up with “How do you know?” etc.

The list of prepared questions is limitless and shows a professional approach to testing. It is recommended the Examiner prepares sample questions covering the following subjects:

- Meteorology
- Human Factors and Pilot Performance
- Navigation
- Communications
- Instrument Flight, and
- Flying Training

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Prepared written questions are preferred in place of *ad-hoc* questions. The following are samples questions:

Air Law and legislation

Which pilot documents must be carried when flying an aircraft?

Which aircraft documents must be carried during a flight crossing Flight Information Regions? What do the letters ICAO stand for?

Rules of the Air

Who is responsible for collision avoidance between two aircraft?

What is the difference between a 'long final' and a 'final'?

Who has priority in the air? A motorised glider or a helicopter?

Aerodromes

Is a runway considered part of a manoeuvring area of an aerodrome?

Is a taxiway considered part of a manoeuvring area of an aerodrome? What is meant by a white dumbbell in a signals area?

Altimeter setting-procedures

What is the level above which aircrafts cruise with 1013 set in the altimeter subscale? What is meant by *clutch* QFE?

Airspace

What does the term MATZ stand for? Describe the dimensions of an ATZ?

Air Traffic Services

What does SSR stand for?

What does a pilot expect from an 'INFO' Service?

What does SVFR stand for?

Visual Flight Rules

What are the conditions for VFR below 3,000 feet?

What is the minimum flight visibility below 10,000 feet?

What is the ANA definition of night?

Registration and Airworthiness

What shall an aircraft nationality and registration mark consist of? Should an operator of an aircraft maintain a propeller logbook?

Pilot's Licenses and medicals

What are the limitations on the Private Pilot License?

May a student pilot fly without a valid medical certificate?

Operation of Aircraft

Should a drunk person be carried in an aircraft?

What is the meaning of a series of red flashes directed at an aircraft in flight?

Distress, Urgency and Warning Signals

What should a pilot do if he inadvertently enters a Prohibited Area? What should a pilot do if he hears a May Day called out once?

May Day called out once?

Search and Rescue

What does SAR stand for?

Why is the filing of a flight plan, especially when crossing inhospitable terrain, important?

Accident and Investigation

Which is the entity entitled with Accident investigation in Malta?

ICAO Annex Terminology

What is an aerodrome beacon?

What is an airway?

Define altitude?

Handling of candidate answers

The Examiner's role is different from the instructor's one. Examiners must strictly 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 shall 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 shall avoid leading candidates to the correct answer. However, an Examiner may ask for clarification.

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APPENDIX 7 - Strong and weak elements of performance - Refer to definitions in the beginning of this document.

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, systems, limitations & 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 on 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 due to a lack of appropriate scanning to maintain an accurate mental model of the situation or 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 8 – TMCAD Part-FCL licence explained

tm
Transport Malta

Civil Aviation Directorate
Direttorat tal-Avjazzjoni Ċivili

EUROPEAN UNION

FLIGHT CREW LICENCE
LICENZJA TAL-EKWIPAGĠ 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

Mahruga skont il-Parti-FCL
Din il-licenzja tikkonforma mal-istandards tal-ICAO, hliet qhall-privileġi tal-LAPL, tal-GPL u tal-BIR, jew meta tkun akkumpanjata minn certifikat 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	

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

Date of IR test date

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

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A.8.1 Guidance on Completion of the TMCAD Part-FCL Licence

A.8.1.1 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 candidate's 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.8.1.2 Aircraft Ratings and 'Endorsements'

Class 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 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:

- 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.8.1.3 Instrument Ratings

An Instrument Rating (IR) can be included in all Part-FCL licenses except LAPL. There are requirements to be met to initially qualify for IR privileges in single-engine and multi-engine aeroplanes. Instrument Ratings are valid for 1 year. Entries for Instrument Rating shall be as follows:

1. SE-SP-IR is used when a pilot qualifies for and maintains IR privileges in single pilot single-engine aeroplane
2. ME-SP-IR is used when a pilot qualifies for and maintains IR privileges in single pilot multi-engine aeroplane
3. Class/IR When IR is combined with a class rating

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.

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APPENDIX 9 – 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.

Disciplinary action

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.