

CIVIL AVIATION DIRECTORATE

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

Reference document: ICAO Manual of Radiotelephony Doc 9432 AN/925

0.1 Scope

This Notice is applicable to all TMCAD authorised Flight Radiotelephony Operator Licence (FRTOL) examiners. The purpose of this notice is to provide information to Flight Radiotelephony Operator Licence examiners. 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.

1. Requirements

1.1 Radiotelephony Examiners

FRTOL examiners are appointed by TMCAD to conduct tests and examinations for the ICAO Flight Radiotelephony Operator's Licence (FRTOL). Persons seeking authorisation as an FRTOL Examiner are required to write to Head Personnel Licensing at Transport Malta Civil Aviation Directorate. Before the authority to conduct practical tests for the issue of the FRTOL is granted, prospective examiners will be required to satisfy TMCAD as to the adequacy of the test equipment to be used, and their own ability to conduct the tests correctly.

1.2 The Role of the Examiner

The purpose of the practical examinations is to ensure that applicants for the FRTOL know the *standard phraseology* and *procedures* used both within and outside controlled airspace, including the emergency and D/F procedures. The authorised examiner must maintain a consistently high standard, with complete impartiality although, in many cases, he will be examining pupils with whom he has been in close contact at the training organisation or club. **It should be remembered that a successful candidate is entitled to operate radiotelephony (RTF) equipment in any aircraft and may never again be checked on his/her use of radiotelephony phraseology.**

1.3 Written Examinations and the Practical Test

The written Communications test provided by the Directorate shall be invigilated by TMCAD. The written examination paper(s) are to be completed before commencing the practical test. When the candidate has failed the written examination, it is not appropriate to conduct the practical test without further revision or practice. The practical test shall be conducted in a room isolated from extraneous noise or other distractions. Mobilephones, portable computers, and notes are not permitted in the examination room.

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2. RTF Test Equipment

At present, TMCAD allows the FRTOL practical testing to be conducted in either one of three ways:

1. In simulators,
2. By means of 'off the shelf' RT testing equipment, and
3. PCs and Laptops (via Teams Meetings).

The TMCAD practical test papers will cover the latest safety recommendations and developments in RT phraseology. Examiners are directed to use the equipment and latest version of test papers as approved by TMCAD. They are also guided as follows:

Switching-functions

In the absence of proper frequency switching functions, FRTOL examiners are to question the candidate during each phase of the flight which frequency has been selected, and a record kept in the test record sheet.

Record keeping

FRTOL examiners are to keep a record on the TMCAD Forms. They must also use a hand held recorder. Examiners are reminded that the audio recordings must start before the Candidate's Brief and terminate after the Final result and Post-test brief is delivered. Recordings must capture the examiner's and candidate's voice and TMCAD provided recordings throughout.

- 2.1 "Off the shelf" test equipment which must be approved for use by TMCAD may comprise of a permanently wired fixed installation in a suitable accommodation, or be portable testing equipment, provided it is self-contained and meets the overall requirements. The test equipment must use headsets incorporating microphone and headphones for communication between examiner and candidate. Testing is normally to be conducted in Malta. In exceptional circumstances, TMCAD may approve the conduct of FRTOL tests at overseas locations; in which case, overseas test centers will be expected to meet the additional costs (See Para 5) associated with the initial approval inspection and of any subsequent routine inspections. Where the equipment is portable, examiners must only carry out FRTOL tests at locations approved by TMCAD. In certain circumstances, Synthetic Training Devices (STDs) may be approved for the conduct of FRTOL tests, provided that the STD is not "in flight or motion" whilst the test is being conducted. The candidate will only be required to operate the STD radio equipment and respond to one nominated "Emergency Warning System". Open microphones are not acceptable.
- 2.2 The FRTOL testing equipment shall be installed in such a manner that the examiner and candidate are unable to hear one another speak without the use of a headset and microphone. No other person shall be able to overhear their conversation or see the briefing documents used during the test. Furthermore, the examiner and candidate must not face or see each other during the RT transmissions and playing of the recordings.

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- 2.3 Specifications for the **FRTOL Testing Equipment** are found at Appendix B.
- 2.4 The examination room/s shall be fitted with a door that has a means of restricting access during examinations. The door/s must be closed and a **NO ENTRY - EXAMINATION IN PROGRESS – SILENCE** sign shall be placed on the door/s when an examination is taking place. A clear desk shall be provided for the candidate; telephones must be removed or disconnected, and all windows that may give rise to a distraction covered with a screen.
- 2.5 Only the standard FRTOL Test Routes issued by TMCAD are to be used for the FRTOL Practical Tests. All examination material is to be treated as **‘Examination in Confidence’**. TMCAD provides test Routes for FRTOL Examiner candidates to practice conducting a test. Practice tests should be conducted with a suitably qualified person acting as the student (e.g. ATCO, pilot, simulator instructor). Persons who do not hold either an FRTOL or an ATCO licence shall not be used as the student for practice tests. TMCAD FRTOL Test Routes shall not be used for training or practice tests with licence applicants. It is recommended that "actual" routes be used for such practice, as this will enable the candidate to access current planning documentation.

3. Examiner Qualifications

- 3.1 It is essential that candidates are keen to be examiners and have sufficient time available to conduct at least three (3) practical tests per annum. A candidate must have considerable experience of aeronautical radio operation, either in an ATC environment, or as a flight crew member. It is also desirable that the candidate has instructional experience and where possible, should hold a flight examiner authority issued by TMCAD.
- 3.2 The prospective FRTOL Examiner may be either:
- CFI or FI at an ATO, DTO or Flying Club, provided they are already authorised by TMCAD to conduct flight tests and examinations for the Private Pilot's Licence or National Private Pilot Licence; or
 - Air Traffic Control Officer holding a current valid ATCO Licence with Aerodrome and Approach Ratings; or
 - Suitably qualified instructors at Approved Training Organisations approved by TMCAD to conduct integrated training courses for the CPL with IR; or
 - Persons who hold, or within the last three years have held a CPL/ATPL or ATCO Licence and have considerable civilian radiotelephony teaching practice.
 - In exceptional circumstances, PPL holders with considerable experience in both aviation and communications may be considered.

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4. Grant of Authorisation

- 4.1 Before authority is granted, the prospective examiner will be required to demonstrate to the TMCAD Flight Inspector General Aviation, satisfactory knowledge of radiotelephony. Candidates will be required to demonstrate an ability to brief a candidate, to conduct a practical test, and then debrief adequately, offering constructive criticism of the candidate's faults, giving sound reasons in cases of failure. The candidate must also be able to complete all Forms and records.
- 4.2 TMCAD will provide a route brief for the Practical FRTOL test.
- 4.3 When authority is granted, TMCAD will issue the FRTOL examiner certificate with a three (3) year validity.

5. Scheme of Charges

- 5.1 The Directorate charges in accordance with the official charges as found in the Air Navigation Act and associated Regulatory Instruments, for the appointment of an FRTOL examiner, for a period of three (3) years. This includes the associated on-site inspection for examination centres in Malta and abroad. It is therefore essential that all requirements should be satisfied in one facility and equipment inspection/examiner examination in order to minimise costs. Before requesting such a visit by the TMCAD Flight Inspector General Aviation, applicants must ensure that the foregoing requirements have been fully met and that they are adequately prepared for the examinations/inspections, which are required to become an FRTOL Examiner. If the FRTOL Examiner candidate or the equipment and accommodation do not meet the required standard, a further inspection/examination may not be possible within a period of six (6) months. In the event of a failure of one or more of the inspections/examinations, a re-inspection/examination fee will be payable. Candidates will only be permitted two attempts at each facility and equipment inspection and/or examiner examination in a two (2)-year period. Overseas inspection charges will include the daily charge out rate, in addition to the standard fees.

6. Application and Preparation

- 6.1 The application letter together with the fee payable as per ANA together with its associated Regulatory Instruments issued pursuant to Article 5 should be sent to:

Personnel Licensing
Civil Aviation DirectorateTransport Malta
Malta Transport Centre
Pantar Road
Lija LJA 2021
Malta

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6.2 On receipt of the examiner test fee, TMCAD will review the application and if satisfactory will provide study material and a Test Route that should be used to prepare for the practical test. Normally a minimum period of four (4) weeks preparation is recommended in order to meet the test standard. When ready, candidates are requested to contact TMCAD Personnel Licensing to arrange for a test appointment. Where possible, the examiner test will be combined with the approval (facility and equipment) inspection.

6.3 On successful completion, new examiners are normally authorised to conduct the FRTOL Practical Test only.

7. Number of Examiners

7.1 The Authority may limit the total number of FRTOL Examiners to ensure that each examiner is able to conduct sufficient tests to maintain currency. Examiners should conduct a minimum of three (3) tests per annum, or nine (9) in the previous three years. Examiners who do not meet this requirement will not be re-authorised automatically, and may be expected to undergo a standardisation test with the TMCAD Flight Inspector General Aviation before re-authorisation.

8. Enquiries

8.1 If there are any questions relating to qualification, appointment or testing or other cases of doubt, prospective FRTOL Examiner candidates should contact Personnel Licensing TMCAD by email. cadpel@transport.gov.mt

9. Conduct of the Practical Test for the issue of the FRTOL – Guidance for Examiners

9.1 Pre-Test Briefing

9.1.1 The performance of a candidate under test conditions will often be adversely affected by some degree of nervousness. The Examiner can do much to redress the balance by the adoption of a friendly and sympathetic manner. Avoid any suggestion of haste by allowing the candidate at least five (5) minutes to study the briefing sheet prior to conducting the briefing, and a further fifteen (15) minutes after the briefing. Also encourage the candidate to ask questions so that before the test commences, they will know exactly what is required. The Examiner will not, of course, indicate the content of any message which is to be sent. An **FRTOL Facility, Equipment and Documents Checklist** is found at Appendices D and E. Examiners are to complete these checklists at the end of each test and keep it with the rest of the candidate's documents for auditing purposes.

Ensure that the candidate has available the TMCAD "Candidate's Brief", chart of the route to be flown and Airport charts. Refer to the RT TEST ROUTES - DOCUMENTS LIST provided by TMCAD.

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- 9.1.2 The candidate should be encouraged to write down the ETAs for each turning point. The candidate should not be shown the Examiners Brief. The practical test excluding the briefing and de-briefing, should not take more than sixty (60) minutes,.
- 9.1.3 It is suggested that your briefing might conveniently fall into the following sections:
- a. Ensure that the candidate understands that he/she will be tested on the use of **Standard Phraseology** and **Procedures**.
 - b. Point out the frequencies available for use and the method of selecting them.
 - c. Allow the candidate to read the brief for five (5) minutes, then run through each point of the "Candidate's Brief" relating it to the Route Chart and emphasising such points as the necessity to use standard phraseology for clearance to fly through an ATZ, controlled airspace, and when passing position reports etc. Indicate the approximate position of the aircraft if D/F assistance is required and when the first emergency arises. Try to avoid reading the Candidates Brief verbatim.
 - d. Explain that at some time during the "flight" he/she may be made aware of an emergency necessitating ditching or forced landing which will remain until he/she is made aware that the emergency no longer exists. Brief the candidate fully on the use of the any Emergency indications to be used during the test.
 - e. Explain that "other aircraft" radiotelephony will be heard and that if considered necessary the candidate should record details of any particular message.
 - f. The candidate is then allowed five (5) minutes to review the route chart.
 - g. The candidate is then briefed in further depth. An interval of not more than fifteen (15) minutes should be allowed for the candidate to consider the route brief including all charts prior to the test.
- 9.1.4 It is recommended that examiners ask the candidate a number of pre-prepared questions to ensure that they fully understand exactly what they are required to do. Do not exceed ten (10) questions. Pre-prepared notes and reference books are NOT permitted at any stage and may not be taken into the test room however, the candidate may make their own notes during the fifteen (15) minutes allowed to study the route (see g above). **The test should be discontinued at this stage if the candidate fails to provide the correct answers to at least seven (7) of the ten (10) questions.**
- 9.2 **Conducting the Test**
- 9.2.1 During the test you will act as the ATCO, FISO or A/G operator and will answer all messages, whatever they may be, in that capacity. A brief record should be made of all calls from the candidate and in particular notes made of errors and omissions of the candidate; the debriefing sheet (**TM/CAD/0023** Page 2 - RTF Practical Test Report Form) must be used for this purpose. An audio recording should be made of the entire test including briefing, de-briefing and test result. The recording may be used if necessary for debriefing various points, and may be used as evidence in the case of an appeal against the conduct of the test.

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- 9.2.2 Tests may only be conducted by authorised examiners using approved test equipment. Tests may not be conducted in aeroplanes or helicopters. Tests may not be conducted with more than one candidate at a time, or without the use of approved test equipment.

9.3 Assessment

- 9.3.1 It is essential that the highest possible degree of uniformity in assessment be achieved. It is recommended that a checklist be used against which each call may be assessed. The Examiner should note the following points: -

- a. Where **standard phraseology** and **procedure** is laid down, any deviation from it **MUST** be incorrect. However, if all the required information is included in the candidate's message but occasionally is not in the correct order, the examiner need not fail him/her.
- b. Persistent errors, such as not stating frequency changes, should be considered as fail points.
- c. The Emergency Procedures are important, and the examiner should seriously consider failing any candidate who fails to carry out the required procedure and fails to use the standard phraseology. More tolerance may be given in the case of a relayed message, as the candidate may not have recorded the entire message.
- d. **Position reports are required** and should be made at each turning point. If a candidate fails to give at least one of them correctly, he/she should be failed.
- e. If you feel that a controller would have been inconvenienced by lack of information from the candidate, e.g. failing to report leaving and arriving at cleared altitudes or failing to request a clearance to enter controlled airspace, you should consider failing him/her due to insufficient knowledge of procedure.
- f. Decide before the debriefing commences whether you intend to fail or pass the candidate on the practical test. If necessary, any minor doubts may be cleared up by oral questioning.
- g. Candidates who pass unnecessary information or who read back information that is not part of the clearance or not relevant, are demonstrating that they do not know the correct procedures. The continual passing of inappropriate and/or unnecessary information should be regarded as a fail point.

9.4 De-Briefing

- 9.4.1 On completion of the test, decide if the candidate has passed or failed. Then complete the de-brief before announcing the result. **It should be remembered that a successful candidate is entitled to operate radiotelephony equipment in any aircraft and may never again be checked on his/her use of radio telephony phraseology.**

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- 9.4.2 If you decide to fail a candidate, point out the most serious faults and then any other weaknesses requiring further attention. Complete Form **TM/CAD/0023**. If you decide to pass a candidate, point out any minor faults which you have noticed. In real borderline cases, the examiner may find it helpful to look at the written examination paper before making a final decision on the practical test. It may happen that through nervousness a mistake is made in a message in a particular test although the candidate has demonstrated in the written paper that they know the correct answer. The examiner may question a candidate orally, to determine if he/she is aware of the correct answer if necessary before conducting the debrief.
- 9.4.3 TM-CAD PEL must be notified by the examiner after two failures. TM-CAD will then review the reason for the failures and recommend further training. TM-CAD reserves the right to nominate a different examiner for the third test.
- 9.4.4 There is no limit on the amount of tests that may be attempted by the candidate.

10. Records

- 10.1 As all delegated authority to conduct tests and examinations is subject to periodic inspection by Inspectors of the Authority, it is essential that proper records should be kept of all candidates examined. These records shall be retained for a period of five (5) years.
- 10.2 Examination papers issued by the Directorate should on no account be retained by the candidate or used by the Examiner as specimen papers. On no account are examination papers or test routes to be communicated to unauthorised persons.

11. Details Relating to the Issue of the FRTOL

- 11.1 Applications for the issue of a FRTOL received in the Personnel Licensing office sometimes have to be rejected or further investigated because of a general unawareness of the following points:
- The privileges of a FRTOL do not include the operation of radiotelephony apparatus from a ground station; a ground station must itself be licensed by TMCAD and operators of the ground equipment must hold a Certificate of Competence.
 - The legal minimum age for the issue of a licence is sixteen (16) years;
 - Where the candidate is undergoing training for a Private Pilots Licence and has passed all of the ground examinations including (PPL Communications) in a twelve (12) month period, the RT written and practical exams will remain valid for twenty-four (24) months from the date of passing the last examination.

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12. Cessation of Authority to Conduct Tests and Examinations for the FRTOL

- 12.1 Where there is a change of the FRTOL examiner's position at the club or organisation, e.g. a deputy becoming the CFI or a Flight Instructor becoming a ground instructor, TMCAD should be informed. In such circumstances there would normally be agreement that the person concerned should retain his/her authorisation.
- 12.2 **When an examiner leaves his/her ATO, DTO or Flying school then the authorisation ceases.** It is important that the examiner should notify TMCAD and return all FRTOL documents (question papers, answers, FRTOL test routes etc) together with records of candidates examined and all written answers which have been retained for inspection. It is stressed that the documents and records referred to are **CONFIDENTIAL** and when an examiner changes his/her place of employment, it is neither satisfactory to leave them at the club or organisation nor to take them with him/her.
- 12.3 Where an Authorised FRTOL examiner has ceased to fly actively, or to act in the capacity as an ATCO or a FISO for a period more than five (5) years, the examiner authority will not be renewed unless the examiner conducts a practical test observed by an inspector or examiner appointed by the Authority. Examiners who have conducted less than three (3) tests per year over the authorisation period will not be re-authorised automatically and will be required to undergo a FRTOL examiners standardisation training.
- 12.4 Authorised FRTOL examiners may conduct tests at alternative approved locations subject to an agreement with the authorised examiner at that location and TMCAD.
- 12.5 Tests may not be conducted at any non-approved location without the authority of the Head Personnel Licensing or Flight Inspector General Aviation.

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Appendix A - Guidance Documents

- PEL Notice No.43 Flight Radiotelephony Practical Test
- RANT XL Communications Trainer Supplement
- TM/CAD/0023 Application for the Flight Radiotelephony Operator's Licence
- TM/CAD/0019 Application for the Language Prof Check
- TM/CAD/0154 Application for Malta Part-FCL Private Pilot License (Aeroplane and TMG)
- TM/CAD/0246 Application for Malta Part-FCL Private Pilot License (Helicopters)
- TM/CAD/0438 Application for Radio Telephony Flight Examiners Authorisation and Reauthorisation.
- TM/CAD RI 004/2024 Malta National Private Pilot Licence
- TM/CAD RI 005/2025 Procedure for the Approval for a Maltese National Licence Flight School

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Appendix B - Specification for FRTOL Testing Equipment

- a. Provision must be made for the simulation of at least seven communication channels with an indication to the examiner showing which channel has been selected by the candidate. This system should normally be electrically operated but if candidate and examiner are in adjacent rooms or cubicles, a mechanical method of indication may be accepted. In the absence of such a facility, the examiner is to question the candidate on the frequency selected and this must be recorded.
- b. The examiner must be able to detect when the candidate operates a "press to talk" (PTT) switch, a light or visual indicator should be used for this purpose. Although the preferred option is to have a PTT switch to activate the intercom system; continuously live microphones at either station are acceptable. It is desirable that the student only hears a side-tone when transmitting and should not be able to hear either the instructor or any tape recordings at the same time.
- c. A clearly visible warning light must be installed at the candidate's station to simulate a particular emergency situation in the aircraft. By switching this warning light ON, the examiner can indicate when the candidate must make an emergency call, and subsequently by switching it OFF that the emergency is ended. An alternative solution must be adopted in the absence of the warning light and this must be notified to the candidate prior to the practical test taking place.
- d. A tape or digital recording device must be used to feed in simulated R/T from other aircraft during the course of the test. This input will include at least two reports and may include a distress sequence in accordance with the Examiner's Brief. The total recording time will not normally exceed four (4) minutes.
- e. It is highly recommended that a recording device having sufficient capacity, be used to record the entire test. Experience has shown such a facility to be very useful should the candidate dispute his/her failure, or should the examiner wish to emphasize weaknesses in case of a marginal pass. In the case of an appeal by a candidate regarding the conduct of the test, the tape should be forwarded to the Head Personnel Licensing or Flight Inspector General Aviation.
- f. Additionally, provision may be made to inject background noise if the quality of reception would otherwise be unrealistically clear. This may be done by any acceptable means (with the exception of injecting 50Hz AC hum) and can be achieved by continuously feeding "white noise" into the circuit. Such a facility may be useful when recording distress messages from other aircraft onto tape.
- g. Equipment may be 'locally constructed' such that it complies with the specification contained in this Annex. Commercially manufactured equipment such as that previously produced by **GT Williams Aviation** may no longer be available.
- h. Other PC based solutions may be acceptable. TMCAD approves the online Teams Meetings application. Flight Following software during FRTOL practical testing is not accepted.
- i. A combination of two simulators or a simulator and pc are acceptable as long as 1 to 7 above are met.
- j. The remote conduct of FRTOL practical tests via the Internet or over large networks is not permitted.

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Appendix C - The Oddsoft Rant Communications Trainer

Oddsoft Ltd were previously contracted to provide the RANT Comms Trainer software package to TMCAD FRTOL Examiners and candidates sitting the Radiotelephony Examiner Tests.

The RANT Comms Trainer software allows the candidate to manoeuvre the aircraft into a variety of positions during the test. This software is no longer accepted by TMCAD.

It must be remembered that the primary purpose of this test is to evaluate the candidate's ability to communicate using standard phraseology. The additional facilities available with this trainer over the more traditional simulators must not be allowed to detract from the prime purpose.

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Appendix D - Flight Radio Telephony Operator License (FRTOL) testing using online Meetings Application

Advances in Information Technology has made it practical for the FRTOL Examiner to prepare, conduct and record FRTOL tests. Meetings in Teams (or similar) include audio, video, and screen sharing. They are one of the keyways to collaborate in Teams (or similar). Both the examiner and candidate do not need to be a member of an organization (or even have an online account) to join a Teams Meeting (or similar). All the examiner and student need to do is follow the invitation link.

TMCAD is accepting **Teams Meetings** as an alternative way of FRTOL candidate testing. For alternative online meeting platforms, a specific approval must be applied for with TMCAD prior to use.

The following pages provide guidance regarding:

1. Equipment requirements.
2. Procedure.
3. Preparing for the FRTOL examination using Teams Meetings.
4. Frequency selection and track keeping.
5. Candidate brief.
6. The Test.
7. Transmission of an urgency message – The 'PAN PAN'.
8. End of Test.

Note: The test shall be conducted only within a TMCAD approved environment. Online testing, whereas the candidate is located at a location other than the examiner's location and using **Teams Meetings is strictly forbidden.**

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D.1 Equipment requirements

1. Two Laptops:

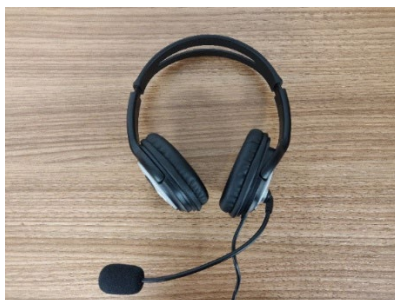
- One laptop for use by the examiner with access to Teams meetings.
- One laptop for use by the candidate with access to Teams meetings.

The candidate's laptop must be cleared of all files and documents and must not have internet access except for **Teams Meetings**. This laptop must be dedicated and used for FRTOL testing purposes only.

The laptop must be clearly marked as follows:

FOR
FRTOL EXAMINATION USE ONLY

2. Two headsets – MICROSOFT LifeChat LX-3000 headsets as shown in the photograph below:



The examiner's laptop is to include (on TMCAD inspection):

- File containing Route Charts provided by TMCAD.
- File containing Sound recordings provided by TMCAD.
- File containing the candidate's records.

Candidate's records to include:

- Test recording
- Scanned copy of **TM/CAD/0023** (if applicable).
- Scanned copy of **TM/CAD/0154** (if applicable).
- Scanned copy of Passport/Identity card.
- Copy of Test Report extracted from **TM/CAD/0023** (page 2 of 4).

Note: The Candidate's Personal File must be stored for five (5) years and made available to TMCAD on request.

D.2 Procedure

Place the laptops in two separate and soundproof rooms. No other person except the examiner are allowed access to the candidate's room.

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D.3 Preparing for the FRTOL examination using Teams Meetings

1. Check TMCAD's Forms and other relevant documents including Passport or Identity Card of the candidate.
2. Set a **Teams Meeting** online request selecting the start time at the pre agreed examination time
3. Select start time as required.
4. Explain to the candidate (face to face) the FRTOL testing procedure. Inform candidate you will test run the procedure.
5. Test procedure: Test 'Press to Transmit' (PTT) button located on candidate's Microsoft headset (see photograph below).



- Red light **ON** indicates NO TRANSMISSION
- Red light **OFF** indicates TRANSMITTING

The student is to be encouraged to use this button every time he transmits a message.

6. Start recording on **Teams Meeting** – Log time by a non erasable pen on the Test Report sheet (**TM/CAD/0023**, page 2 of 4).
 - Select the **MORE** Icon found on Teams Meetings upper right-hand screen.
 - Press Record and Transcribe.
 - Recording will start when indicated by red button.
7. Pre-Test Checks
 - Check image on the screen: Once the candidate confirms your image is received at his end, cover laptop camera. Candidate should not see you on screen.
 - Test transmission from each end. Confirm transmissions are loud and clear.
 - From the **Task View Bar** (lower bar on screen), select Speaker, Set Volume to MAX, and select **SPEAKERS**.
 - Play a pre-recorded transmission as provided by TMCAD. Check receipt of selected transmission at the other end. This recording should be recorded.
 - Select **SHARE** Icon found on **Teams Meeting** upper right-hand screen.
 - Select Window holding File with TMCAD recordings for the Route selected.
 - Play recording.

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D.4 Candidate brief

1. Ask candidate to display Passport or Identity card on screen. Confirm and record details.
2. Explain to the candidate in detail how you wish the test to progress.
3. Share the Route selected on screen (and print) and discuss in detail.
4. Allow the candidate five (5) minutes to review chart/route.
5. Hand the candidate the instructions sheet and discuss in detail. Explain clearly what you expect.
6. Allow the candidate fifteen (15) minutes to review chart/route/instructions.

D.5 The Test

START test. During the test use the cursor to indicate locations, airspaces, and aircraft position on the chart.

D.6 Frequency selection and track keeping

For frequency selection the candidate should be guided to follow these steps:

1. Select Calculator from the Windows Start Icon on the bottom left of the screen.
2. Minimize the calculator and shift to bottom left hand corner.
3. Instruct candidate to put in Frequency in Calculator before transmitting on that frequency.
4. Candidate is to cancel selected frequency and replace with new frequency when changing from one station to another.
5. Examiner is free to question candidate on frequency selection at any point during the test.

D.7 Transmission of an urgency message – The “PAN PAN”

To notify candidate of an urgent situation:

1. Share Screen
2. Select **ROUGH RUNNING ENGINE** slide (to be prepared on a Word document by the examiner),
or
3. Verbally indicating the impending urgency.

D.8 End of Test

1. Inform candidate test has ended and confirm test duration was within the time stipulated by the Flight Plan.
2. Record by non erasable pen the time.
3. Leave your place and inform candidate of the result. Comment and provide guidance if necessary.
4. Stop recording.

CIVIL AVIATION DIRECTORATE

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Appendix E - FRTOL Examination Checklist

1	Facilities, equipment, and documents	
1a	Facilities 2 separate Rooms Telephones OFF Sign "NO ENTRY - EXAM IN PROGRESS - SILENCE"	
1b	Equipment SIM / PCs / Other equipment Headsets PTT Frequency change possibility – otherwise question TMCAD provided recordings Recorder	
1c	Documents ICAO Doc 9432 Test Routes Candidate Brief Examiner Brief Examiner Report Charts Test Report	
2	Passport / Identity Card	
2a	Check Name, Passport/Identity Card Number and Address – Copy in file and certified true copy of original	
2b	RT Training record – Instructor Sign Off	
3	TM/CAD/0023 Application for the Flight Radiotelephony Operator's Licence, and TM/CAD/019 Application for the Language Proficiency Check – Section 6 - Any other Forms as necessary - Latest Issues	
3a	Page 1 Personal Information Flight Crew Licence Medical Certificate FRTOL Communications PPL (Theory) Declaration, Date and Signature	
3b	Page 2 Examiner Report Phases of Flight <i>to include record of all mistakes</i> Summary	
3c	Page 3 FRTOL Practical Test Result – Write clearly PASS or FAIL Notification of Failure if applicable - Candidate asked to read Right of Appeal declaration, Sign and Date.	
4	TM/CAD/0154 Application for Malta Part-FCL Private Pilot License (Aeroplane and TMG), or TM/CAD/0246 Application for Malta Part-FCL Private Pilot License (Helicopters) - Latest Issues	
4a	Page 2 of 4, Section 3 - To be completed by an authorised Flight Radiotelephony Operator examiner	
5	Select Route – Route 1, 2 & 3 (Use different route from previous)	
5a	Review Examiner's Brief before examination START RECORDING – record time on record sheet	
5b*	Candidate's Brief Brief candidate Provide candidate examination documents and blank A4 sheet of paper (which you will collect at the end of the test – include name at top of page)	
5c	Allow candidate 5 minutes to review route chart	
5d*	Brief again in more detail	
5e	Allow candidate 15 minutes to review all documents and prepare	
5f*	Test RT equipment	
5g*	Ask a minimum of ten questions. Terminate test if candidate fails to answer correctly seven of the ten questions.	
5h*	Practical test – to include recordings provide by TMCAD	
6	Documents	
6a*	Complete Report – Debrief and Notify PASS/FAIL - Also record candidate's complaints/feedback STOP RECORDING - record time on record sheet	
6b	Complete TM/CAD/Forms	
6c	Collect Candidate's papers	
6d	Collect A4 sheet of paper with candidate's name on top	
7	Update your Examiner Record sheet – Candidate – Date – Route Pass/Fail – Note remarks if any	

Note: All items marked with an Asterix* must be digitally recorded for auditing and appeal purposes.