

## **CIVIL AVIATION DIRECTORATE**

Transport Malta, Triq Pantar, Lija LJA 2021 Malta. Tel:+356 2555 5000 [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## **INTRODUCTION**

These instructions are applicable to Senior Examiners conducting Assessments of Competence (AoC) for revalidation, renewal or change of type for Class Rating Examiners (CREs), Instrument Rating Examiner (IREs), Flight Examiners (FEs) and Flight Instructor Examiners (FIEs) in aeroplanes or FSTDs.

### **Senior Examiner Definition**

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

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

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

### **Senior Examiner Privileges**

1. A Senior Examiner may conduct an AoC to revalidate a FE/IRE/CRE/FIE authorisation in an EASA approved aircraft or FSTD equivalent to the class or type that they are qualified on.
2. At the discretion of TM-CAD, a Senior Examiner may conduct an AoC to renew a FE/CRE/IRE/FIE authorisation expired by not more than two years in an EASA approved aircraft or FSTD on the class or type that they are qualified on.

*Note 1: TM-CAD usually only permits Authorised Flight Inspectors working at TM-CAD to conduct Initial Assessments of Competence for examiners however with prior permission from the Head of Personnel Licensing otherwise may be permitted.*

### **Qualification of Senior Examiners**

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

- (a) A senior examiner specifically tasked by the competent authority to observe skill tests or proficiency checks for the revalidation of examiner certificates shall:
  - 1) hold a valid or current examiner certificate appropriate to the privileges being given;
  - 2) have examiner experience level acceptable to the competent authority;
  - 3) have conducted at least 30 skill tests or proficiency checks as a Part-FCL examiner.
- (b) The competent authority may conduct a pre-assessment of the applicant or candidate carrying out a skill test and proficiency check under supervision of an inspector of the competent authority.

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- (c) Applicants shall be required to attend a senior examiner briefing, course or seminar arranged by the competent authority. Content and duration will be determined by the competent authority and shall include:
- 1) pre-course self-study;
  - 2) legislation;
  - 3) the role of the senior examiner;
  - 4) an examiner assessment;
  - 5) national administrative requirements.
- (d) The validity of the authorisation shall not exceed the validity of the examiners certificate, and in any case shall not exceed 3 years. (The authorisation may be revalidated in accordance with procedures established by the competent authority.) refer to page 3

## SENIOR EXAMINER RESPONSIBILITIES

A Senior Examiner will be responsible for the following:

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

## SENIOR EXAMINER TRAINING PROCESS

### Pre-course self-study

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

- PEL 50 – Examiner Differences Document
- PEL 60 – PBN Guidance Document - for operators, ATOs and Examiners
- PEL 68 – Flight Examiner Manual and Policy for Aeroplane Examiners Authorised as FE, CRE, IRE, FIE
- This PEL Notice 84
- Differences Document
- Commission Regulation (EU) No 1178/2011 Part-FCL Subpart K
- Commission Regulation (EU) No 1178/2011 Part-ORA
- Commission Regulation (EU) No 1178/2011 Part-ARA
- Commission Regulation (EU) No 965/2012 Part-NCO
- Air Navigation Act
- Aeronautical Information Circulars
- Malta AIP
- Relevant Safety Notices
- Other Relevant PEL forms

### Senior Examiner Briefing

The briefing includes the following main elements

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

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### **SENIOR EXAMINER REVALIDATION**

#### **General**

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

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

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

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

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

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

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

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

The Senior Examiner must provide a role model for the FE/IRE/CRE/FIE and demonstrate all the qualities and skills expected of an examiner.

#### **Senior Examiner Briefing of the candidate FE/IRE/CRE/FIE**

The Senior Examiner shall:

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

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

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

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

### **Conduct during the Candidate FE/IRE/CRE/FIE's Briefing to the Crew**

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

### **Conduct of the test**

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

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### **Post-FSTD/ aeroplane Procedures**

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

However, despite the candidate examiner's sub-standard performance, if, in the Senior Examiner's judgement, the crew have comported themselves satisfactorily, he may award a PASS and endorse licences as applicable. **Note: this procedure is only applicable for crew licences issued by TMCAD.**

### **Candidate FE/IRE/CRE/FIE's debriefing of Crew**

The Senior Examiner shall:

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

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

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

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### **Candidate FE/IRE/CRE/FIE's Administration**

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

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

### **Senior Examiner's Check of Candidate FE/IRE/CRE/FIE's Knowledge**

The Senior Examiner shall use oral questioning to establish the candidate FE/IRE/CRE/FIE's knowledge of regulations. Relevant questions may arise from the observed check, and recent changes to regulations shall also be checked.

### **Senior Examiner's Debrief of candidate FE/IRE/CRE/FIE**

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

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

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

## **RECURRENT DEVELOPMENT TRAINING**

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

## **PERSONNEL LICENCING**