

CIVIL AVIATION DIRECTORATE

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

INTRODUCTION

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

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

Senior Examiner Definition

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

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

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

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Senior Examiner Privileges

1. A Senior Examiner may conduct an AoC to revalidate a FE/IRE/CRE/FIE authorisation in an EASA approved aircraft or FSTD equivalent to the class or type that they are qualified on or as may be authorized by TMCAD.
2. At the discretion of TMCAD, a Senior Examiner may conduct an AoC to renew a FE/IRE/CRE/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 or as may be authorized by TMCAD.

Note: TMCAD usually only permits Authorised Flight Inspectors working at TMCAD to conduct Initial Assessments of Competence for Examiners; however, with prior permission from the Head of Personnel Licensing, otherwise may be permitted.

Minimum 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:

- hold a valid or current Examiner certificate appropriate to the privileges being given for at least 6 years.
- have Examiner experience level acceptable to TMCAD.
- have conducted at least 30 skill tests or proficiency checks as a Part-FCL Examiner.

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

Senior Examiner Responsibilities

A Senior Examiner will be responsible for the following:

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

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SENIOR EXAMINER TRAINING PROCESS

Pre-course self-study

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

- EASA Examiner Manuals
- EASA Examiner Differences Document
- PEL Notice 68 – Flight Examiner Manual and Policy for Aeroplane Examiners Authorised as FE, CRE, IRE, FIE
- PEL Notice 81 – Flight Examiner Manual and Policy for Helicopter Examiners Authorised as FE, 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 and other Relevant PEL forms

Senior Examiner Briefing

The briefing includes the following main elements

- Legislation;
- The role of the Senior Examiner;
- An Examiner assessment;
- TMCAD administrative requirements, documentation and recording, liability and data protection, including monitoring of Examiners' grading.

Assessment of Competence Under Supervision

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

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SENIOR EXAMINER REVALIDATION

A Senior Examiner authorisation will 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 conducted two skill tests or proficiency checks as a Part-FCL Examiner in the last year of the validity of the Examiner authorisation.
- (b) Attend a senior Examiner briefing facilitated by TMCAD. The content shall include:
 - (1) pre-course self-study;
 - (2) legislation;
 - (3) the role of the senior Examiner;
 - (4) an Examiner assessment;
 - (5) National administrative requirements.
- (c) TMCAD shall assess the applicant or candidate carrying out a skill test or proficiency check under the supervision of an inspector of TMCAD in the last year.

The aim of the candidate Senior Examiner conducting an Assessment of Competence on 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)/class, he/she will not be able to exercise the privileges of a Senior Examiner on any type/class.

Should a candidate Senior Examiner wish to add another type/class 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 candidate Senior Examiner and TMCAD Inspector are able to listen to all communications.

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ROLE OF THE SENIOR EXAMINER

Conduct of the Senior Examiner when conducting an Assessment of Competence

The Senior Examiner must provide a role model for the 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 candidate examiner away from the crew. Brief the purpose and format of the check, rules and regulations pertaining to the candidates' examiner 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 the principle interest is the performance of the candidate examiner, 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 examiner 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 examiner 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 examiner 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 examiner's licence and the crew's licences after the candidate examiner has checked them;
- Observe the whole detail to assess the candidate examiners management of time and allow time for a full debrief. Make sure that the candidate examiner has enough information to carry out the check without reference to the Senior Examiner;
- Ask the candidate examiner 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 examiner;
- Ask the candidate examiner 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 examiner conducting the detail in order to carry out the Assessment of Competence. Reassure the crew that the candidate examiner 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 examiner to give a brief preview of the assessment prior to 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 examiner 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/FIEs briefing to the Crew

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

Conduct of the test

- The Senior Examiner will observe that the candidate examiner checks the aircraft or FSTD documents.
- Check the candidate examiner initial entry into the technical log (as applicable);
- Observe that the candidate examiner checks the serviceability of the FSTD (if applicable), both visually and with regard to the technical log;
- During the aircraft or FSTD detail, the Senior Examiner will make every effort to be an observer and ensure that his/her presence does not interfere with the candidate examiners 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 examiners management of the detail or even to ask questions of any participant. Notes shall be taken for eventual confirmation by the candidate examiner during the post-session debrief of the candidate examiner 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 examiners 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 examiner shall make effective use of available functions and time to create realistic training and checking. The candidate examiners standard of radiotelephony simulation of the ATC environment and procedures shall be assessed.

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Post-FSTD/aircraft Procedures

- Immediately after exiting the FSTD/aircraft, 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 examiner 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 examiner for a summary of his/her assessment. He/she must give sufficient time to the candidate examiner 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 examiner shall be asked to debrief the crew;
- However, when the candidate examiner's assessment is significantly different from the Senior Examiner's, the result shall be discussed, and the standards explained to the candidate examiner. Provided the Senior Examiner is satisfied that correct standards will be applied, the candidate examiner may be permitted to carry out the debriefing and, if all other aspects of the exercise are satisfactory, the candidate examiner Assessment of Competence may be assessed as a pass;
- If the Senior Examiner is not satisfied that the candidate examiner 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 examiner 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.

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Candidate FE/IRE/CRE/FIEs 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/FIEs certificate. The Senior Examiner shall check that appropriate use is made of facilitation techniques, with reference to the Behavioural Marker System is in use.

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

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

Candidate FE/IRE/CRE/FIEs 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/FIEs knowledge

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

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Senior Examiner's debrief of candidate FE/IRE/CRE/FIE

- An Examiner Competence Matrix can be found in Appendix 1 to this document. Reference should be made to this when assessing the Examiner's performance.
- The candidate examiner 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 examiner.

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 examiners performance.
- This is a pass or fail assessment.

Examiner Competencies

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

Relevant Documents

- Refer to PEL Notice 57 - Guidance on requesting a review or appeal
- Refer to PEL Notice 66 - MPA/SPHPA Examiners Manual and Policy
- Refer to PEL Notice 68 - Flight Examiner Manual and Policy for Aeroplane Examiners Authorised as FE, CRE, IRE, FIE
- Refer to PEL Notice 81 - Flight Examiner Manual and Policy for Helicopter Examiners Authorised as FE, IRE & FIE
- Refer to PEL Notice 84 - Senior Examiners (A)(H) Guidance Document For CRE(A) IRE(A)(H) FE(A)(H) FIE(A)(H)

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Appendix 1

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

PERSONNEL LICENCING