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

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

Version 3

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Amendment Summary

Paragraph	Change
ALL	**Issue 3** Full review, alignment with other examiner PEL notices for examiners.

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Abbreviations

ADF	Automatic Direction Finding
AGL	Height Above Ground Level
AI	Artificial Indicator
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AMC	Acceptable Means of Compliance
ANA	Air Navigation Act
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
CFIT	Controlled Flight into Terrain
CPL	Commercial Pilot Licence
DI	Direction Indicator
DME	Distance Measuring Equipment
EASA	European Aviation Safety Agency
EU	European Union
FI	Flight Instructor
FIE	Flight Instructor Examiner
FIR	Flight Information Region
FE	Flight Examiner
FORDEC	Facts-Options-Risks-Decision-Execution-Check
FSTD	Flight Simulation Training Device
GM	Guidance Material
GND	Ground
GPS	Global Positioning System
HFM	Helicopter Flight Manual
IFR	Instrument Flight Rules
ILS	Instrument Landing System

IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
LAPL	Light Aircraft Pilot Licence
LLZ	Localizer
LPC	Licence Proficiency Checks
LST	Licence Skill Test (Part-FCL skill test of initial issue)
MCC	Multi-Crew Coordination
MDA	Minimum Descent Altitude
ME	Multi-Engine
MEL	Minimum Equipment List
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
PFD	Primary Flight Display
PPL	Private Pilot Licence
RMI	Radio Magnetic Indicator
RT	Radio Telephony
SEN	Senior Examiner
SID	Standard Instrument Departure
ST	Skill Test
TEM	Threat and Error Management
TM-CAD	Transport Malta Civil Aviation Directorate
UAS	Undesired Helicopter State
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VOR	Very High Frequency (VHF) Omni-Directional Range

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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
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 TM-CAD certified examiners in accordance with ARA.FCL.205 and to provide procedures and guidance for Examiners, ATOs and operators.

1.2 Scope

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

1.3 Flight Examiner's Manual

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

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

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

1.4 Introduction

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

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

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1.5 Records and control of this document

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

1.6 Relevant documents

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

1.7 Data Protection

Refer to EASA FEM

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

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

1.8 Just Culture

TM-CAD 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 helicopter

No additional persons shall be carried on board during skill tests or proficiency check flights except TM-CAD 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.

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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 Helicopter 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 as follows: first the published manufacturer's procedure and second procedures as trained by the ATO.
3. Pulling of circuit breakers in the Helicopter during flight or ground manoeuvres for the simulation of malfunctions and emergencies is forbidden.
4. Actual engine shut down on the Helicopter is not allowed to be performed. The simulated engine failure is to follow the corresponding procedure available in the AFM/POH. The following limitations must be applied:
   I. Minimum altitude for simulated engine failure is 1000ft AGL (unless engine failure is simulated in the hover).
   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 AFM/POH must be applied.
5. Minimum altitude for steep turns is 2000 ft above GND.

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.

CHAPTER 2 – EXAMINER GENERAL REQUIREMENTS

Refer to FCL.1010

2.1 Pre-Requisites for an Examiner Certificate

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

2.2 Examiner Requirements and Privileges

Refer to EASA FEM

- Module 1 General Section 4 Examiner requirements & privileges

Examiners shall hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence. 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 PIC and in control of the helicopter is his/her responsibility. However, the Senior Examiner/Inspector has an overriding responsibility in avoiding dangerous situations.

Examiners must be:

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

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

2.3 Special conditions

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

2.4 Examination outside the territory of the Member States

In the case of skill tests and proficiency checks provided for an ATO located outside EASA member states, TM-CAD may issue an examiner certificate to an applicant holding a pilot licence issued by a third country in accordance with ICAO Annex 1, provided that the applicant:

- holds at least an equivalent ICAO Annex 1 licence, rating, or certificate to the one for which they are authorised to conduct skill tests, proficiency checks or assessments of competence, and in any case at least a CPL;
- complies with the requirements established in Subpart K for the issue of the relevant examiner certificate; and
- demonstrates to TM-CAD 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 CERTIFICATES, PRIVILEGES AND CONDITIONS

Refer to EASA FEM

- Module 1 General Section 4 Examiner requirements & privileges

3.1 Examiner certificate and endorsements

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

3.2 TRE and SFE Multiple Authorisations and Privileges

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

- Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE) up to two helicopter types if a helicopter has a maximum certified take-off mass (MCTOM) of more than 5 700 kg or a maximum operational passenger seating configuration (MOPSC) of more than 19 unless credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants;
- Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE) up to three helicopter types or groups of types in CAT, NCC and SPO, unless credits related to the training, checking and recent experience requirements are defined in the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants.

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

3.3 Limitations of Privileges in Case of Vested Interests

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

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

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CHAPTER 4 - EXAMINER STANDARDISATION & COMPETENCIES

Refer to FCL.1015

4.1 Examiner Initial Standardisation Course - General

Applicants for Malta Examiner Certificates are required to have completed an initial examiner standardisation course provided by TM-CAD or by an ATO approved by TM-CAD. 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 TM-CAD or a senior examiner specifically authorised to do so by TM-CAD 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 TM-CAD website.

Application procedure - Initial
See Section 8.1

4.1.1 Initial Standardisation Course – Theoretical

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

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

4.1.2 Initial Standardisation Course – Practical

4.1.2.1 General

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

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

Applicants for an examiner certificate shall demonstrate their competence to an inspector from TM-CAD or a senior examiner specifically authorised to do so by TM-CAD responsible for the examiner's certificate through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought.

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

4.1.2.2 Training Content

Specific flight test and check training

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

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

4.1.2.3 Skill Test/Prof Check Standards

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

1. Examiners shall consistently apply Part-FCL standards during a test/check. However, as the circumstances of each test/check conducted by an examiner may vary, it is also important that an examiner's test/check assessment considers any adverse condition(s) encountered during the test/check.
2. It is emphasised that test/check applicants should concern themselves only with flying and operating the Helicopter to the best of their ability. Definition of and compliance with the test standards is the responsibility of the examiner. The test standards are depicted in Chapter 5 as a reference for the examiner and applicant.
3. The examiner is expected to display sound judgement particularly when establishing any abnormal or simulated emergency exercise so that the safety of the flight is never placed at risk.
4. Throughout the flight compliance with briefing/checklists, procedures, anti-icing & de-icing precautions, airmanship, ATC liaison and compliance, RT procedures, flight management and MCC (where applicable) will be assessed.
5. Examiners are reminded that applicants may appeal against the conduct of any test/check in accordance with EASA regulations and the procedure in the Malta Air Navigation Act, and its associated Regulatory Instruments.

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

4.1.2.4 Pre-flight briefing

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

4.1.2.5 Airmanship

Refer to Appendix 5

4.1.2.6 Oral questions

Refer to Appendix 6

4.1.2.7 Pass/Fail criteria

Refer to Appendix 9 for the definition of strong and weak elements of performance and Appendix 1.3 for Assessment System.

The Examiner must check Part-FCL references for pass/fail criteria relevant to the test conducted. In general, the guidance is in the case of multi-pilot helicopters, the applicant shall pass all sections of the skill test or proficiency check. Failure of more than five items will require the applicant to take the entire test or check again. Any applicant failing five or fewer items shall take only the failed items again. Failure in any item during the re-test or re-check, including items previously passed, will require the applicant to take the entire test or check again.

Satisfactory performance

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

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

Unsatisfactory performance

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

Examiner standardisation

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

The check shall be rated with a **'fail'** if any of the following applies:

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

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

4.1.2.8 Post flight – debriefing

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

4.1.2.9 Complaints and Appeals

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

4.1.3 Examiner Assessment of Competence

Refer to:

- EASA FEM Module 8
- AMC1 FCL.1020 Examiners assessment of competence

4.1.3.1 General

4.1.3.1.1 Definitions

- 'Inspector': the inspector of the competent authority conducting the examiner competence assessment;
- 'Examiner applicant': the person seeking certification as an examiner;
- 'Candidate': the person being tested or checked by the examiner applicant. This person may be a pilot for whom the test or check would be required, or the inspector of the competent authority who is conducting the examiner certification acceptance test.

4.1.3.1.2 General

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

The aim of the Examiner AoC is for the examiner to demonstrate his competence to exercise the privileges of an examiner certificate. Should an examiner fail an Examiner AoC, they will be presented with the examiner report form TM/CAD/0282, and shall undergo suitable retraining, as determined by the Head of Training of an ATO and agreed with the Head of Personnel Licensing before being retested.

For the purposes of an Examiner AoC, the crew under test/check shall be representative and properly constituted unless accepted by the Head of Personnel Licensing. The crew under test/check shall not normally contain a Senior Examiner (SE), or another examiner. CAT operators shall also refer to ORO.FC.230. The assessment shall be performed on the same class or type of aircraft or FSTD used for the flight instruction.

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

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

For operators conducting the Examiner AoC within a mixed implementation EBT programme, the Examiner AoC may be conducted within the evaluation and manoeuvres validation phase. The EBT module shall contain items detail in A8.10 of this Appendix within the EVAL and MV phases of the module. An Examiner AoC cannot be conducted in the SBT phase of any mixed implementation EBT module.

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

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

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

4.1.3.1.3 The Format of the Examiner AoC

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

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

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

4.1.3.1.4 Conduct of the Simulator Detail

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

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

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

Note: Simulator safety is particularly important as direct access to the outside world is removed when the motion is turned on. Knowledge of escape procedures and safety devices is vital, as a fire inside the simulator can be fatal. The examiner is under assessment, and as such the Insp TM-CAD 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

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 TM-CAD Inspector or SE a summary of his assessment.
d) Then the TM-CAD 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 TM-CAD 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, TM-CAD additional guidance, policy and procedure
h) The TM-CAD Inspector or SE will check the correct completion of check forms, certificates of revalidation etc.
i) The TM-CAD Inspector or SE will debrief the examiner under assessment.

4.1.3.1.6 TM-CAD Inspector or SE Administration Procedures for an Examiner AoC

After an Examiner AoC has concluded, the TM-CAD Inspector or SE will complete a Form TM/CAD/0282 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/0282 and e-mail to cadpel.tm@transport.gov.mt

Fail: Examiner Assessment of Competence Report Form TM/CAD/0282 – one copy should be given to the examiner under assessment, one copy to Examiners and one copy to be retained by the TM-CAD Inspector or SE.

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:

- Analysing 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 behaviour markers • Poor adherence to TMCAD procedures and forms	• Clear prioritisation of faults • Some use of facilitation • Encourages crew to provide their views • The ability to focus on the main issues • Written report supports the result offered • Result clearly stated and correctly delivered • De-briefs some good and some poor performance • Make basic reference to non-technical skills or behavioural markers • Generally adheres to TMCAD procedures and forms	• At ease with facilitation to move the de-brief in the required direction • Draws common faults together • Balances praise and criticism • Generation of summary • Ability to listen to crew feedback • Offers tips and advice • Identifies missing technical and non-technical skills • Good adherence to TMCAD procedures and forms	• Allows the crew to drive the agenda with the Examiner controlling the agenda • Achieves agreement of the crew • Crew leave with clear and concise learning points • Checks understanding and summarises learning points covered • Excellent adherence to TMCAD procedures and forms
Regulatory	• Poor standard of regulatory and theoretical knowledge	• Basic standard of regulatory and theoretical knowledge	• Good standard of regulatory and theoretical knowledge	• Excellent standard of regulatory and theoretical knowledge

4.2 Validity, Revalidation and Renewal of Examiner Certificates

Refer to FCL.1025

4.2.1 Examiner Validity

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

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

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

Examiner medical status

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

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

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

4.2.2 Examiner Revalidation

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

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

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

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

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

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

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

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

4.2.3 Examiner Renewal

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

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

4.2.4 Examiner Refresher Course

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

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Requirements for Examiner Refresher Courses are as follows:

- An ATO must hold a specific approval from TMCAD to conduct Examiner Refresher Courses. These are required to be monitored as part of TMCADs management system and shall be periodically audited.
- An Examiner Refresher Course will normally be a full day course and examiners shall attend the whole of the course to gain maximum benefit from sharing feedback and experience, courses are ideally held with several candidates present. This will be subject to TMCAD oversight. If one-off seminars are required for individuals, TMCAD shall be informed.
- The facilitator of the Examiner Refresher Course shall either be a TMCAD Inspector or a TMCAD Senior Examiner. Other persons may be accepted at the discretion of TMCAD. Persons shall be nominated by the ATO for the purpose.
- An Examiner Refresher Course does not usually fulfil any requirements to attend an instructor refresher seminar, however some ATO's may incorporate an acceptable element of instructor refresher alongside the examiner elements within this course.
- An examiner shall attend an Examiner Refresher Course in the last year of their validity period. Whilst not a formal requirement, it is recommended that examiner attend an Examiner Refresher Course prior to conducting an assessment of competence.
- The ATO shall establish a procedure with TMCAD for informing TMCAD of an individual's attendance at an Examiner Refresher Course, for example a Course Completion Certificate. Once completed, this shall be sent by the candidate or the ATO to cadpel.tm@transport.gov.mt with the respective application for revalidation of an examiner certificate.

Minimum required syllabus:

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

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CHAPTER 5 – EXAMINER RESPONSIBILITIES

Refer to EASA FEM

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

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

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

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

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

5.1 General Responsibilities

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

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

TM-CAD has developed procedures to designate examiners for the conduct of skill tests (ARA.FCL.205(c)).

5.1.1 Conduct of the test/check/AoC - General

When conducting the test/check or AoC Examiners shall;

- ensure no language barriers exist;
- ensure the applicant complies with all the qualifications, training, and experience requirements;
- ensure the applicant has completed revalidation 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 a type rating shall be carried out when all the training elements have been satisfactorily completed. These items are shown on the left-hand side of the bold line and titled “practical training”. The instructor will have signed the relevant boxes once a satisfactory standard has been achieved. The Examiner may test any item but shall include those items marked “M” which are mandatory.

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

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

5.2 Administration

Some of the following administration procedures may apply:

- Pilot licence – sign if so authorised.
- Applicable form complete and copy as required.
- Skill Test - cannot exercise privileges until rating received from PEL Department

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- 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.
- Company Check Form (if applicable).
- Company notification (crewing etc).

5.2.1 Report writing, grading and competencies

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

5.2.2 Retention of records

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

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CHAPTER 6 - TEST STANDARDS

This Chapter provides a practical guide to the criteria to be considered by the examiner when assessing each item of Part-FCL Helicopter tests and checks.

6.1 Introductory notes
Using a reference system of 6 phases of flight and oral test, Appendix 3 describes the required performance criteria:

1 Pre-flight Checks and Procedures
2 Flight Manoeuvres and Procedures
3 Normal and abnormal operations of systems and procedures (mandatory minimum of 3 items)
4 Abnormal and emergency procedures (mandatory minimum of 3 items)
5 Instrument Flight Procedures (Performed in actual or simulated IMC)
6 Use of Optional Equipment
7 Oral Theoretical Knowledge for SE Type Rating Skill Test (Initial issue only)

6.2 Pre-flight Checks and Procedures (all items are mandatory)

6.2.1 Practical Knowledge
Aim
Determine the candidate's ability to demonstrate practical knowledge of selected systems, components, normal, abnormal and emergency procedures and operate aircraft systems in accordance with the POH/AFM.

Description
The examiner will conduct an equipment examination requiring the candidate to demonstrate a practical knowledge of the airframe, engine, major components and systems including the normal, abnormal, alternate and emergency operating procedures and limitations relating thereto.

Performance Criteria
Assessment of the candidate's ability to explain the operation of the following systems (as far as applicable):

- Helicopter exterior visual inspection; location of each item and purpose of inspection;
- Starting procedures, radio and navigation equipment check, selection and setting of navigation and communications frequencies;
- Taxiing/air taxiing in compliance with ATC/instructor instructions;
- Pre take-off procedures and checks.

6.2.2 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.

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Description

To determine that the candidate demonstrates knowledge related but not limited to:

- pilot licence privileges and limitations; medical certificate and possible limitations.
- operational information, including NOTAMs and AIP;
- all performance factors for the 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.

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. take-off performance - all engine(s) operating
    b. 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
    c. service ceiling-all engines, engines(s) inoperative, including drift down, if appropriate
    d. cruise performance
    e. fuel consumption, range, and endurance
    f. descent performance
    g. go-around from rejected landings
    h. 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

6.2.3 Pre-Flight

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 Helicopter is ready for the intended flight. The candidate will also demonstrate knowledge of how to deal with irregularities, if found.

Description

The pre-flight Helicopter inspection will include a visual inspection of the exterior and interior of the Helicopter, 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. At the request of the examiner, the candidate will conduct an oral passenger safety briefing.

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 Helicopter 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 Helicopter externally and internally;
- verify the Helicopter is safe for flight by emphasizing the need to look at and explain the purpose of inspecting items, such as:
    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 (if applicable)
    f. fuselage, landing gear or skids, float devices (if applicable), brakes, and steering system
    g. tires for condition, inflation, and correct mounting, if 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 (if applicable)
l. flight control systems including trim
m. anti-ice, deice systems, ice warning systems, servicing, and operation (if applicable)
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 Helicopter type and operation;
p. demonstrate proper operation of all applicable Helicopter systems;
q. note any discrepancies, determine if the Helicopter 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 Helicopter for hazards to the safety of the Helicopter and personnel.

6.2.4 Engine Start

Aim
Determine the candidate's ability to complete the correct engine start procedures including the use of an auxiliary power unit (APU) if applicable 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;
- 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 Helicopter is safe for the proposed flight or requires maintenance;
- determine the Helicopter'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.

6.2.5 Air-Taxi-Out

Aim

Determine the candidate's ability to manoeuvre the helicopter safely off the ground.

Description

The candidate will air-taxi the aircraft to and from the runway in use and as otherwise required during the check. While air-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 air-taxi procedures (as appropriate to the helicopter);
- demonstrate proficiency by maintaining correct helicopter control;
- maintain proper spacing with 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;

6.3 Flight Manoeuvres and Procedures (all items are mandatory)

6.3.1 General

Aim

Determine the candidate's ability to fly safely using the correct technique and procedure.

Description

The candidate will demonstrate the flight manoeuvres and procedures in accordance with the AFM.

Performance Criteria

Base the assessment on the candidate's ability to perform the following manoeuvres:

- Take-off (various profiles);
- Sloping ground or crosswind take-offs and landings (*cannot fail*);
- Take-off at maximum take-off mass (actual or simulated maximum take-off mass) (*cannot fail*);
- Take-off with simulated engine failure shortly before reaching TDP, or DPATO (ME);
- Take-off with simulated engine failure shortly after reaching TDP, or DPATO (ME);
- Climbing and descending turns to specified headings;

- Turns with 30 degrees bank, 180 degrees to 360 degrees left and right, by sole reference to instruments (if not competing Section 5);
- Autorotative descent;
- Autorotative landing (SEH only) or power recovery; (Variable Flare = Power Flare recovery to hover);
- Landings (various profiles)
- Go-around or landing following simulated engine failure before LDP of DPBL (ME);
- Landing following simulated engine failure after LDP or DPBL (ME).

6.3.2 Take-Off

Aim

Determine the candidate's ability to take-off safely using the correct technique and procedure for the actual wind conditions, helipad surface, slope and length (or helipad or landing site size) and can assess the possibility of further conditions such as wind shear and wake turbulence. One take-off must be accomplished at maximum take-off mass or simulated maximum take-off mass.

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 helicopter);
- 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 helicopter facing the wind as practically as possible;
- 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 retractions (if applicable), 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;

6.3.3 Climbing and Descending turns to specified headings

Aim
Determine the candidate's ability to perform climbing and descending turns to specified headings.

Description
At an operationally safe altitude recommended by the manufacturer, training syllabus, or other training directive, but in no case lower than 1,000 feet AGL, the candidate will complete climbing and descending turns to specified headings in accordance with the Visual Flight Rules. The examiner will specify the selected altitude, airspeed and final heading before entering the turn.

Performance Criteria Initial Climb
Base the assessment on the candidate's ability to:

- divide attention appropriately between outside visual references and instrument indications;
- establish the recommended entry airspeed;
- transition smoothly and accurately from straight and level flight to climbing and descending turns to specified headings;
- roll into the turn, using smooth and coordinated pitch, bank and power to control the climb or descent to the selected altitude within given limits;
- roll out of the turn at the selected heading;
- monitor power-plant controls, settings, and instruments during the climbing and descending turns to specified headings to ensure all predetermined parameters are maintained;
- perform the required pitch/power changes and, as appropriate, performs or calls for and verifies the accomplishment of other required pilot-related activities at the required airspeed/V-speeds within the tolerances established in the POH or AFM and SOPs;
- avoid any indication of an abnormal flight attitude or exceeding any structural or operating limitation during any part of the manoeuvre.
- 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;
- comply with ATC clearances and instructions issued by ATC (or the examiner simulating ATC).

6.3.4 Autorotative descent and landing and power recovery

Aim

Determine the candidate’s ability to establish the helicopter in an autorotation in accordance with the POH/AFM and to determine the candidate’s ability to land or recover with power as cleared.

Description
At an operationally safe altitude recommended by the manufacturer, training syllabus, or other training directive, or as determined by the examiner but in no case lower than 1,000 feet AGL, the candidate will establish the helicopter in cruising flight in accordance with the performance charts in the POH/AFM, placards displayed in the helicopter or any other means authorized by the manufacturer. The candidate will demonstrate the proper entry to an autorotation including turns in the autorotation followed by a landing or a power recovery as determined by the examiner.

Performance Criteria
Base the assessment on the candidate's ability to:
- set the helicopter for the autorotation (this may be accomplished by the examiner);
- perform the aircraft checklist items relative to the phase of flight;
- enter the autorotation in a timely manner;
- maintain proper aircraft control and flight within operating limitations;
- maintain assigned heading within given limits;
- set the power/throttle(s) and mixture controls at the pre-planned power setting, as recommended by the POH/AFM;
- maintain the rotor rpm within limits;
- apply any additional measures recommended by the manufacturer with respect to aircraft configuration or other considerations; and
- demonstrate good decision-making to deal with the consequences of variances from the expected performance.

6.3.5 Landing and Go-around
Aim
Determine the candidate's ability to carry out a normal or crosswind landing and Go-around (ME).

Description
The candidate will demonstrate (various profiles):
- one normal landing;
- one crosswind landing, where practicable, under existing meteorological, runway and airport traffic conditions;
- Go-around or landing following simulated engine failure before LDP or DPBL (ME);
- one landing following a simulated engine failure after LDP or DBPL (ME).

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, obstacles, 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 helicopter);
- establish the approach and landing configuration appropriate for the runway or helipad 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;
- 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;
- bring the helicopter to a safe stop;
- leave the runway on taxiway/intersection if applicable as mentioned during the approach briefing or as instructed by ATC or the examiner; and
- complete the applicable after-landing checklist items in a timely manner and as recommended by the manufacturer.

6.4 Normal and abnormal operations of systems and procedures (Mandatory minimum of 3 items)

6.4.1 Normal/Abnormal operations

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 (mandatory minimum of 3 items) 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 helicopter type;

- Engine;
- Air conditioning (heating, ventilation);
- Pitot/static system;
- Fuel system;
- Electrical system;
- Hydraulic system;
- Flight control and Trim system;
- Anti-icing and de-icing system;
- Autopilot/Flight Director;
- Stability augmentation devices;
- Weather radar, radio altimeter, transponder;
- Area Navigation system;
- Landing gear system;
- Auxiliary power unit;
- Radio, navigation equipment, instruments flight management system.

6.5 Abnormal and Emergency Procedures (Mandatory minimum of 3 items)

6.5.1 Abnormal/Emergencies procedures

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.

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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 Helicopter 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)

6.5.2 Fire drills and Smoke control and removal

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 execute the Fire drills and safely handle smoke control and removal during flight.

Performance Criteria
Base the assessment on the candidate's ability to:
- recognize the location and type of fire and smoke as simulated by the examiner;
- determine the cause of the fire or smoke;
- complete vital action checks from memory;
- set engine controls as necessary, and
- perform a safe landing if necessary.

6.5.3 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;
- 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 autorotation airspeed as appropriate to the helicopter 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 helicopter 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;
  (For Multi-engine helicopters)
- maintain desired altitude within given limits, when a constant altitude is specified and is within the capability of the helicopter;
- 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.

6.5.4 Tail rotor control failure or loss

Aim

Determine the candidate's ability to maintain control of the aircraft and carry out the appropriate tail rotor failure or loss 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 tail rotor failure or loss any time during the check.

Performance Criteria

Base the assessment on the candidate's ability to:

- recognize the tail rotor failure as simulated by the examiner;
- complete tail rotor failure vital action checks from memory;
- enter and establish the best autorotation airspeed as appropriate to the helicopter 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 helicopter checklist.

6.5.5 Transmission malfunctions and other emergencies as outlined in the appropriate Flight Manual

Aim

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

Description

The pilot will demonstrate the ability to maintain control and safely handle Transmission malfunction and other emergency procedures as determined by the examiner during any time during the check.

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Performance Criteria
Base the assessment on the candidate's ability to:

- recognize the Transmission malfunction and other emergency procedures as simulated by the examiner;
- complete Transmission malfunction and other emergency vital action checks from memory;
- enter and establish the best autorotation airspeed if appropriate;
- 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 helicopter checklist;

6.6 Instrument Flight Procedures (performed in actual or simulated IMC)

Holding, Approach, Landing and G/A Procedures

6.6.1 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 Helicopter 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.

6.6.2 Descent

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

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

The candidate shall complete the arrival procedures, as cleared, in accordance with Instrument Flight Rules or Visual Flight Rules, as applicable. In addition, the candidate shall demonstrate proper 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 communication 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 Helicopter operating characteristics and safety;
- maintain the appropriate airspeed, heading, altitude and accurately tracks, radials, courses, and bearings as given and prescribed;
- comply with the provisions of the Profile Descent, STAR and other arrival procedures, as appropriate; and
- maintain proper aircraft control and flight within operating limitations.

6.6.3 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 Vapp
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 briefing completed

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Description
The candidate shall 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 Helicopters complete at least one approach with a simulated failure of one engine.

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

The candidates will demonstrate the proper programming and use of the 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/ LOC BC or NDB instrument approach procedure to be performed;
- establish two-way communication with ATC using the proper communication phraseology and techniques, either personally, or, if appropriate, delegates 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, confirm and monitor the operational status of ground and aircraft navigation equipment to be used for in 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 the final approach course, maintain declared altitudes in given limits without descending below applicable minimum altitudes and maintain headings as given;
- apply the necessary adjustment to the published Minimum Descent Altitude (MDA) and visibility criteria for the Helicopter approach category when required, such as NOTAMS, inoperative Helicopter and ground navigation equipment and inoperative visual aids associated with the landing environment;
- on the intermediate and final segments of the final approach course:
    a. maintain PBN, VOR/ LOC/ LOC BC 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. descend to and accurately maintain the Minimum Descent Altitude (MDA) and track to the Missed Approach Point (MAP) or to the recommended minimum visibility that would permit completion of the visual portion of the approach with a normal rate of descent and minimal manoeuvring;
    d. maintain declared approach airspeeds (+10/-5 knots);
    e. initiate the missed approach procedure if the required visual references for the intended runway are not obtained at the MAP
    f. execute a normal landing from a straight-in or circling approach as required.

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 communication with ATC using the proper communication phraseology and techniques, either personally or if appropriate delegates 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 the 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;
- prior to the final approach course, maintain declared or assigned altitudes within given limits without descending below the applicable minimum altitudes and maintain headings within given limits;
- apply the necessary adjustment to the published Decision Height (DH) and visibility criteria for the Helicopter approach category when required, such as NOTAMS, inoperative Helicopter and ground navigation equipment and inoperative visual aids associated with the landing environment;
- on the 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 Helicopter manoeuvring capabilities
- throughout the circling approach;
- adhere 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;
- avoid descent below the appropriate circling MDA until in a position from which a descent to a normal landing can be made;
- manoeuvre the helicopter 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 Helicopter;
- 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 Helicopter 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 use the correct procedure and Helicopter configuration (the missed approach procedure must be briefed in detail before starting the approach!); and
- perform all procedures required for the circling approach and Helicopter control in a smooth, positive and timely manner.

6.6.4 Go-Around

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

Description
The candidate will conduct a missed approach at any time from intercepting final approach course down to touch down on the runway. Except where ATC amends it, the candidate must follow the published missed approach procedure.
In addition, the candidate shall demonstrate the proper use of the 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 by promptly applying power and establish the proper climb attitude, and reduces drag in accordance with the approved procedures, assures a positive climb;
- inform ATC upon the commencement of the missed approach procedure;
- comply with the published or alternate missed approach procedure;
- follow the recommended Helicopter 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.

6.6.5 Baulked Landing 50 Feet

Aim
Determine the candidate's ability to perform a successful baulked 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 that dictate a baulked landing, the importance of a timely decision, the recommended airspeed, and the applicable "clean-up" procedure;
- 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;
- at a safe altitude, establishes a positive rate of climb and the appropriate airspeed within +10/-5 knots;
- trims the helicopter as necessary, and maintains the proper ground track during the baulked landing procedure; and
- accomplish the appropriate checklist items in a timely manner in accordance with approved procedures.

6.6.6 Air-Taxi In – Block On

Aim
Determine the candidate's ability to conduct after landing air-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 Helicopter control during the taxi operation; and
- record forms/logs and flight time/discrepancies.
- Perform PNF (pilot non-flying) or PM (pilot monitoring) duties (if applicable)

6.6.7 PNF/PM Duties

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

Description
Each pilot will demonstrate PNF/PM duties sufficient to determine compliance with and knowledge of aircraft procedures and company SOPs. This will include normal and abnormal procedures while operating as PNF/PM.

Performance Criteria
Base the assessment on the candidate's ability to:

- adhere to PNF/PM 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.

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 helicopter;
- set the power controls and reduce drag by using control application, in the proper sequence;
- identify and verify the inoperative engine;
- maintain directional control within given limits;
- establish a positive rate of climb, if the helicopter is capable;
- accelerate to and maintain one engine inoperative required airspeed/V-speeds and trim the helicopter, 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.

6.6.8 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 Helicopter characteristics, runway length, helipad or landing site size, surface conditions, wind direction, 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 V(Toss).

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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.

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 Helicopter characteristics, runway length, surface conditions, wind, obstructions that could affect take-off performance and could adversely affect safety;
- align the Helicopter 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 Helicopter the powerplant failure occurs prior to becoming airborne, or in a multi-engine Helicopter, the powerplant failure occurs at reasonable speed before V(Toss) during the take-off where the abort procedure can be initiated and the Helicopter can be safely stopped on the remaining runway/stopway. 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 Helicopter, 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 Helicopter 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.

6.7 Use of optional equipment

6.7.1 General

Aim
Determine the candidate’s ability to use optional equipment in accordance with the equipment’s instructions, the POH, AFM, or other applicable publications if applicable.

Description
Optional equipment may be carried on board the helicopter to assist the pilot in performing his flight duties. Determine that the pilot has the required knowledge to operate optional equipment.

Performance Criteria

Base the assessment on the candidate’s ability to:

- demonstrate adequate knowledge of the optional equipment;
- identify any malfunctions if applicable;
- identify possible alternate course of action;
- consider and apply any restrictions or limitations to the operation of an optional equipment in order to continue the flight.

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6.8 Oral Theoretical Knowledge for Type Rating Skills Test (INITIAL ISSUE)

6.8.1 Technical Knowledge

Aim

Determine the candidate's ability to demonstrate theoretical knowledge of selected systems, components, normal, abnormal and emergency procedures and operate aircraft systems in accordance with the POH/AFM.

Description

The examiner will interview the candidate to demonstrate a practical knowledge of the airframe, engine, major components and systems including the normal, abnormal, alternate and emergency operating procedures and limitations relating thereto.

Performance Criteria

Assessment of the candidate's ability to explain the operation of the following systems (as far as applicable):

- Weight limitations / MAUM / MTOW
- Vne / Vno / Vy
- Power limitations
- Sloping ground limitations
- Avoid curve parameters
- Starter/Start limitations
- Fuel capacity/consumption/endurance
- Autorotation speeds
- RRPM limits (power on/power off)
- Wind limitations/critical wind azimuth areas
- Other limitations from the appropriate Flight Manual

CHAPTER 7 - CONDUCT OF LICENSING SKILL TESTS AND PROFICIENCY CHECKS

7.1 Aim of the test/check

The aim of the test/check is to:

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

7.2 Conduct of the test/check/AoC – general

Ref to EASA FEM

- Module 8 Section 6
- Module 1 General Section 11 CONDUCT OF THE TEST

7.3 Conduct of the test/check – Appendix 9

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

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

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

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

7.3.5 **Attempt 1**

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

Attempt 2 and Retest of items

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

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

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

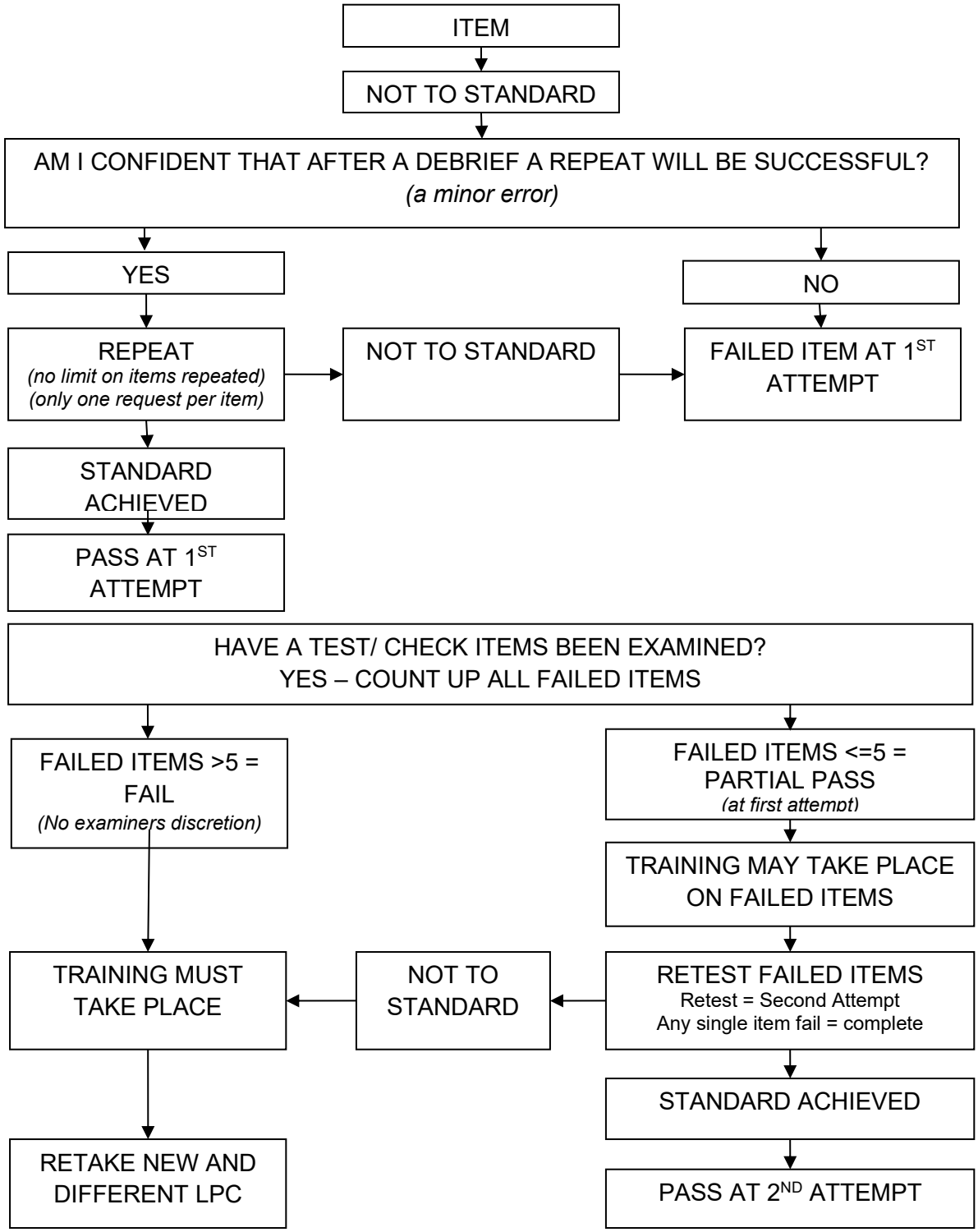
7.3.7 If an applicant fails to achieve a satisfactory standard in an item, he will be re-tested in that item. Such re-tests shall be indicated on company training records and the applicable TM-CAD Form. The examiner may stop the test/check at any stage if it is considered that the applicant's competency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

7.3.8 **Repeats**

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

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

PASS / REPEAT / FAIL FLOW DIAGRAM



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

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

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

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

7.3.14 The test/check for a multi-pilot helicopter or single-pilot helicopter operated to multi-pilot operations shall be performed in the multi-crew environment and another applicant or another pilot may function as a second pilot. If a helicopter rather than a simulator is used for the test/check, the second pilot shall be the examiner.

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

7.4 Conduct of the examiner

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

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

7.4.3 It is essential that all examiners apply a common standard. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each examiner shall consider all aspects when assessing the flight.
The examiner shall exercise sound judgement and impartiality throughout. To assist with this, each examiner should maintain a record of the test/check so that all aspects may be debriefed comprehensively.

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

7.5 Training and testing

7.5.1 Proactive Training

When carrying out the mandatory proficiency check items from Section 3 selected and combining this test/check with an OPC, AIR OPS requires an element of training as well as checking.

As per AMC1 ORO.FC.230 (4)

"The recurrent aircraft/FSTD training of a single task or manoeuvre should be separate from and should not take place at the same time as, an operator proficiency check of the item."

7.5.2 Training Input during LPC/OPC Brief

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

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

In simulators, tests/checks are usually based on real-time scenarios, with the distinct benefits of improved realism and the need for crews to make decisions and act accordingly. However, for expedience and time management, it is sometimes necessary to use reposition functions and train or test items outside of a full scenario. This is acceptable provided the overall test contains an appropriate scenario-based assessment. If repositions are used, the candidate/crew shall be briefed regarding their new situation and position and the examiner must ensure that the Situational Awareness of the candidate/crew is maintained by appropriate pre-emptive briefing.

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

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

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

In summary:

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

7.6 Briefing the applicant for a test

7.6.1 Pre-Flight Briefing

Refer to EASA FEM

- MODULE 1 GEN Section 13 Pre-flight Briefing
- Relevant EASA FEM Module

Note 1: Copies of all relevant TM-CAD publications and instructions, company operations manuals, flight manuals, weather charts and appropriate route and approach charts should be available for use by

Note 2: Examiners are required to check the applicant's license. It is recommended that this is conducted at an appropriate time, for example when crews are preparing their paperwork. The applicant shall have the type on his license unless an LST is to be carried out. For a renewal, the check may be conducted, but the examiner shall not sign the license unless prior permission to was TM-CAD sought. If no permission was sought the applicant must apply with TM-CAD for the rating renewal.

7.7 Applicant's License absent

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

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

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

7.8 Applicant's Medical Certificate expired or absent

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

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

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

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

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7.9 Stand-in pilot

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

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

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

7.10 Jeopardy

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

7.11 De-briefing the applicant after a test

Refer to EASA FEM

- Module 1 GEN Section 16 Test Debriefing
- Module 8 Section 6 Assessment of Competence
- Module 8 Section 10 Test Debriefing

7.11.1 Debriefing structure

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

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

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

CHAPTER 8 – TRI/SFI

8.1 Type Rating Instructor Certificates

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

8.1.1 TRI/SFI Endorsements

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

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

The endorsements "A/C only" means instruction can only be conducted in the helicopter and not in the FFS but " Excluding emergency/abnormal procedures"

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

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

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

- **Revalidation:** The new expiry date following the revalidation of an SFI or TRI certificate will be three years from the current expiry date, including the remainder of the month.
- **Renewal TRI(H)/ SFI(H)**: The new expiry date following the renewal of a TRI/ SFI certificate will be three years from the date of the AOC, including the remainder of the month.

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

8.2.1 FCL.1005.TRE TRE — privileges and conditions

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

8.2.2 Therefore the following procedure is the policy of TM-CAD for examiners wishing to both extend or retain their privileges to hold (a)(5) and TRI/SFI Examiner.

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

8.2.3 Form TM/CAD/0279 shall be submitted to cadpel.tm@transport.gov.mt signed by the applicant and the Head of Training of an ATO holding the subsequent course approval.

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

8.3 TRI/SFI Assessment of Competence

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

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

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

This assessment shall include:

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

- When an assessment of competence is required for the revalidation of an instructor certificate, applicants who fail to achieve a pass in the assessment before the expiry date of an instructor certificate shall not exercise the privileges of that certificate until the assessment has been successfully completed.
- When the AoC is conducted in a simulator the assessment should include a minimum of three hours of flight instruction. When the AoC is conducted in a helicopter the assessment should include a minimum of one hour of flight instruction.

- The assessment of competence for a TRI helicopters shall be conducted in an FSTD. If no FSTD is available and accessible, an aircraft may be used. However, an AoC for initial grant of a TRI with aircraft privileges must be conducted on the aircraft.

8.4 TRI AoC, examiner scheduling

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

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

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

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CHAPTER 9 - APPLICATION AND ADMINISTRATION PROCEDURE

9.1 Application Procedure

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

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

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

Logbooks and Licences need not be submitted unless requested.

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

9.2 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 & copies to the competent authorities responsible for the applicant, examiner, and one copy for the examiner's record.

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

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

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

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

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

Refer to:

- Commission Regulation No. 1178/2011 - Appendix 9
- EASA FEM Module 5.1 - MPA Section 5.3

A.1.0 General

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

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

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

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

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

A.1.1 Situational Awareness

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

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

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

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

Note: The notes in the following table shall be followed, in all other cases the detailed testing standard relating to these items shall be adhered to. This table may be used to augment the applicable PEL Form.

Each event during an LST, or LPC, shall be recorded as a single item. Therefore, an engine failure on take-off shall be recorded only as item 2.4. However, when one failure leads to consequent failures or system malfunctions then each element can be recorded separately, e.g. Engine Failure between followed shortly afterwards by an engine fire can be recorded in 2.4 and 4.1. Similarly, a hydraulic system failure may result in a landing gear malfunction, and then 3.6 and 3.13 can be recorded. However, this shall not be used as a means of signing off the required section 3 item to expedite a test; three section 3 and three section 4 items require comprehensive assessment.

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

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			TYPE-RATING SKILL TEST/PROF CHECK		
Maneuvers/Procedures	**PF**	**Crew (Or PM)**	**M FFS or A/C**	**Automation**	**Notes**
SECTION 1	**Shall be PF if SPH.**				
1 Preflight preparations and checks					
Performance calculation	✓ (As per SOP)	✓ (As per SOP)	M (if performed in the helicopter)	N/A	Shall always be covered if testing in an aircraft In an FFS, may be covered in the briefing room using Other Training Devices or training material and the TRE may ascertain adequate knowledge by questioning In an FFS, an examiner should consider periodic reviews within a scenario, for example: an unexpected runway change.
1.1 Helicopter ext. visual inspection; location of each item and purpose of inspection	Each pilot must complete		M (if performed in the helicopter)	N/A	A rating issue may be completed prior to this item being completed. This may be completed on the first LIFUS sector on a ZFT course or during a base training detail. It is recommended that operators provide training for this during ground technical training, for example via video or CBT.
1.2 Cockpit inspection	✓ (As per SOP)	✓ (As per SOP)	M	N/A	Shall always be covered if aircraft testing In an FFS, may be covered in the briefing room using Other Training Devices or training material and the TRE may ascertain adequate knowledge by questioning
1.3 Starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	✓ (As per SOP)	✓ (As per SOP)	M	N/A	Use of checklist prior to starting engines starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies
1.4 Taxiing/air taxiing in compliance with ATC instructions or with instructions of an instructor	✓ (As per SOP)	✓ (As per SOP)	M	N/A	A reasonable sample of competence taxing/air taxiing should be periodically reviewed and never in doubt. Use of stop bars and techniques to avoid runway incursion should be routinely tested. If the first officer is unable to taxi, for example due to not having a tiller, then this is not required for an FO in the PF role. However, procedures for a captain incapacitation should be considered and periodically tested
1.5 Pre-take-off procedures and checks	✓ (As per SOP)	✓ (As per SOP)	**M**	N/A	A reasonable sample of competence taxing should be periodically reviewed and never in doubt. Use of stop bars and techniques to avoid runway incursion should be routinely tested. If the first officer is unable to taxi, for example due to not having a tiller, then this is not required for an FO in the PF role. However, procedures for a captain

					incapacitation should be considered and periodically tested. Shall always be covered if aircraft testing. Abnormal operations shall always be tested in the FFS. Full shut down checks should be assessed on an LST, but only periodically tested for a recurrent proficiency check.
SECTION 2 – Flight maneuvers and procedures					
2 Take-offs					
2.1 Take-off (various profiles)	✓		**M**		Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.2 Sloping ground or crosswind takeoffs & landings	✓ (As per SOP)			N/A	Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.3 Take-offs at maximum take-off mass (actual or simulated maximum take-off mass)	✓ (As per SOP)				Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.4 Take-offs with simulated engine failure shortly after reaching TDP or DPATO	✓ (As per SOP)	✓ (As per SOP)	**M**	AP may be engaged when safely established in the climb and in accordance with SOP. However, ability to manually control the aircraft and trim appropriately shall never be in doubt.	Whilst several failure options may be considered, examiners must consider periodically varying the level of challenge. For example: - Engine failures with an emergency turn procedure - MAUW
2.4.1 Take-off with simulated engine failure shortly after reaching TDP or DPATO	✓ (As per SOP)	✓ (As per SOP)	**M**		Conducted from the pilots normal operating seat in accordance with SOP. If a pilot may operate in either seat, or if SOPs require the right seat pilot to be PM, then completion of this item as PF in the right seat should be included in the three-year cycle.
2.5 Climbing and descending turns to specified headings	✓ (As per SOP)		**M**		Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.5.1 Turns with 30° bank, 180° to 360° left and right, by sole reference to instruments	✓ (As per SOP)		**M**	N/A	Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.6 Autorotative descent	✓ (As per SOP)		**M**	N/A	Ability to manually control the aircraft and trim appropriately shall never be in doubt.

2.6.1 For single-engine helicopters (SHE): - autorotative landing, or -power recovery, provided that applicants, in the preceding year, completed training that included an autorotative landing that training was entered and signed in the applicants logbook by the instructor. For multi-engine helicopters (MEH): power recovery.	✓ (As per SOP)		**M**	N/A	Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.7 Landings, various profiles	✓ (As per SOP)		**M**		Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.7.1 Go-around landing following simulated engine failure before LDP and DPBL	✓ (As per SOP)		**M**	N/A	Ability to manually control the aircraft and trim appropriately shall never be in doubt.
2.7.2 Landing following simulated engine failure after LDP or DPBL	✓ (As per SOP)		**M**		Ability to manually control the aircraft and trim appropriately shall never be in doubt.
SECTION 3 - Normal and abnormal operations of the following systems and procedures					
3 Normal and abnormal operations of following systems and procedures			**M**		A mandatory minimum of 3 items shall be selected from this section
3.1 Engine	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF This item will not normally be combined with item 2.4 or 4.1
3.2 Air conditioning (heating, ventilation)	✓ (As per SOP)	✓		As per SOP	
3.3 Pitot/static system	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF
3.4.Fuel System	✓ (As per SOP)	✓		As per SOP	May be combined - If the aircraft is capable of fuel jettison, this should be periodically reviewed. However, the entire time taken to jettison fuel may not be required and an examiner may reset fuel quantity after a crew has demonstrated sufficient competence managing the procedure.
3.5 Electrical system	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF
3.6 Hydraulic system	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF, for example dual hydraulics failures resulting in configuration issues. May be combined with associated systems below

3.7 Flight control and Trim-System	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF
3.8 Anti and de-icing system	✓ (As per SOP)	✓		As per SOP	
3.9 Autopilot/Flight director	✓	✓		As per SOP	Any maneuvers associated with a flying technique shall be evaluated as PF.
3.10 Stability augmentation devices	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF
3.11 Weather radar, radio altimeter, transponder	✓	✓		As per SOP	Escape maneuvers after an activation of a GPWS or EGPWS warning shall be conducted as PF. Systems reviews may be conducted as a crew. Where any maneuver involves a flying or handling technique, e.g. direct law approach due to an RA fault, a pilot should be tested periodically as PF
3.12 Area navigation system	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF
3.13 Landing gear system	✓ (As per SOP)	✓		As per SOP	Where any maneuver involves a flying or handling technique, a pilot should be tested periodically as PF
3.14 Auxiliary power unit	✓ (As per SOP)	✓		As per SOP	
23.15 Radio, navigation equipment, instruments and FMS	✓ (As per SOP)				
4 Abnormal and emergency procedures					
4. Abnormal and emergency procedures	✓ (As per SOP)	✓	M	As per SOP	A mandatory minimum of 3 items shall be selected from
4.1 Fire drills (including evacuation if applicable)	✓ (As per SOP)	✓		As per SOP	An evacuation is not always required to complete this item, however a scenario resulting in this should be periodically tested. An evacuation scenario may be combined with a rejected take-off, landing or taxiing event.
4.2 Smoke control and removal	✓ (As per SOP)	✓ (As per SOP)		As per SOP	Additional elements, such as electrical malfunctions.
4.3 Engine failures, shutdown and restart at a safe height	✓ (As per SOP)	✓		As per SOP	If not one of the 3 required mandatory items, then this may be combined with other engine malfunction scenarios. There is benefit periodically testing engine malfunctions that may not result in a full engine shut down, this item may be used for that aspect. A relight is not always required for this item. It is acknowledged that relight may often not be advisable, however, a relight should be periodically reviewed either as a

					stand-alone test item or a scenario-based event.
4.4 Fuel dumping (simulated)	✓ (As per SOP)				
4.5 Tail rotor control failure (if applicable)	✓ (As per SOP)				
4.5.1 Tail rotor loss (if applicable)	✓ (As per SOP)				
4.6 Incapacitation of crew member – MPH only	✓			As per SOP	May be combined with any other exercise and periodically reviewed for all flight crew in MPA aircraft.
4.7 Transmission malfunctions	✓			As per SOP	
4.8 Other emergency procedures as outlined in the appropriate flight manual	✓ (As per SOP)	✓ (As per SOP)		As per SOP	Should be defined and specific emergency procedures as defined in at AFM.
5 Instrument flight procedures (to be performed in IMC or simulated IMC)					
5.1 Instrument take-off: transition to instrument flight is required as soon as possible after becoming airborne	✓*			As per SOP	
5.1.1 Simulated engine failure during departure	✓ (As per SOP)		**M**		
5.2 Adherence to departure and arrival routes and ATC instructions	✓		**M**	As per SOP	See detailed testing standard. A reasonable sample of each is required to be completed by each pilot under test.
5.3 Holding procedures	✓ (As per SOP)	✓		As per SOP	If a pilot elects to take up a hold or one is required in any given scenario, then this item shall become assessable. Holding procedures should be periodically tested. Correct holding procedures must be followed. Examiners may also wish to test non-standard holding procedures, for example Present Position
5.4 3D operations to DH/A of 200 feet (60m) or to a higher minima, if required by the procedure	✓			As per SOP	See detailed testing standard.
5.4.1 Manually, without flight director. Note: According to the AFM, RNP APCH procedures may require the use of autopilot or flight director. The procedure to be flown manually shall be chosen taken into account such limitations (for example, choose an ILS for 5.4.1 in the case of such AFM limitation).	✓		M (Unless Exercise 5.4.2 is completed)		Raw data navaids must be displayed and monitored, however the use of vertical and Lateral Navigation displays may be optimised to promote best practice to support Situational Awareness. However, this must not be relied upon and not used as a prime source of data by the crew.
5.4.2 Manually, with flight director	✓		M (Unless Exercise 5.4.1 is completed).		If the approach requires them, raw data navaids must be displayed and monitored, however the use of vertical and Lateral Navigation displays may be optimised to promote best practice to support Situational Awareness. However, this must not be relied upon and not used as a prime source of data by the crew.

5.4.3 With coupled autopilot	✓			As per SOP	This may be combined with section 6
5.4.4 Manually, with one engine simulated inoperative; engine failure has to be simulated during final approach before passing 1 000 ft above aerodrome level until touchdown or until completion of the missed approach procedure	✓ (As per SOP)				
5.5 2D operation down to MDH/A	✓		**M**	As per SOP	
5.6 Go-around with all engines operating on reaching DA/H or MDA/MDH	✓			As per SOP	Examiners should periodically assess the ability to manage high performance aircraft go-arounds with all engines operating. A useful challenge would be a lower platform or acceleration altitude or complex procedure.
5.6.1 Other missed approach procedures	✓			As per SOP	Examiners should periodically assess the ability to manage high performance aircraft go-arounds with all engines operating. A useful challenge would be a lower platform or acceleration altitude or complex procedure. In this category, alternative go-arounds should be considered, for example, intermediate/high altitude above or just below acceleration altitude or above missed approach altitudes as depicted on approach plates.
5.6.2 Go-around with one engine simulated inoperative on reaching DA/H or MDA/MDH	✓		M	If able to be disconnected, shall remain disengaged until completion of the go-around procedure	Completion of the go-around procedure would normally be regarded as after acceleration and with the after take-off or go-around checklist completed. However, completion of this item may be at any point above 1500'AAL and once the examiner is satisfied that competence in handling the maneuver manually is not in doubt. This may be especially helpful for operators whose SOP is to continue to the first platform altitude.
5.7 IMC autorotation with power recovery	✓ (As per SOP)		M	N/A	
5.8 Recovery from unusual attitudes	✓ (As per SOP)		M	N/A	
SECTION 6 - Use of optional equipment					
6 Use of optional equipment					

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

A1.2.1 Overall Competency:

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

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

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

Flight test tolerance

The applicant shall demonstrate the ability to:

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

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

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

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ICAO Doc 9995 (EBT) – Competency Based Assessment

Competency	Competency Description	Behavioural Indicator
Application of Procedures (APK)	Identifies and applies procedures in accordance with published operating instructions and applicable regulations, using the appropriate knowledge.	- Identifies the source of operating instructions - Follows SOPs unless a higher degree of safety dictates an appropriate deviation - Identifies and follows all operating instructions in a timely manner - Correctly operates aircraft systems and associated equipment - Complies with applicable regulations. - Applies relevant procedural knowledge
Communication (COM)	Demonstrates effective oral, nonverbal and written communications, in normal and non-normal situations.	- Ensures the recipient is ready and able to receive the information - Selects appropriately what, when, how and with whom to communicate - Conveys messages clearly, accurately and concisely - Confirms that the recipient correctly understands important information - Listens actively and demonstrates understanding when receiving information - Asks relevant and effective questions - Adheres to standard radiotelephone phraseology and procedures - Accurately reads and interprets required company and flight documentation - Accurately reads, interprets, constructs and responds to datalink message in English - Completes accurate reports as required by operating procedures - Correctly interprets non-verbal communication - Uses eye contact, body movement and gestures that are consistent with and support verbal messages
Aircraft Flight Path Management, Automation (FPA)	Controls the aircraft flight path through automation, including appropriate use of flight management system(s) and guidance.	- Controls the aircraft using automation with accuracy and smoothness as appropriate to the situation - Detects deviations from the desired aircraft trajectory and takes appropriate action - Contains the aircraft within the normal flight envelope - Manages the flight path to achieve optimum operational performance - Maintains the desired flight path during flight using automation whilst managing other tasks and distractions - Selects appropriate level and mode of automation in a timely manner considering phase of flight and workload - Effectively monitors automation, including engagement and automatic mode transitions
Aircraft Flight Path Management, Manual Control (FPM)	Controls the aircraft flight path through manual flight, including appropriate use of flight management system(s) and flight guidance systems.	- Controls the aircraft manually with accuracy and smoothness as appropriate to the situation - Detects deviations from the desired aircraft trajectory and takes appropriate action - Contains the aircraft within the normal flight envelope - Controls the aircraft safely using only the relationship between aircraft attitude, speed and thrust - Manages the flight path to achieve optimum operational performance - Maintains the desired flight path during manual flight whilst managing other tasks and distractions - Selects appropriate level and mode of flight guidance systems in a timely manner considering phase of flight and workload - Effectively monitors flight guidance systems including engagement and automatic mode transitions

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Competency	Competency Description	Behavioural Indicator
Leadership and Teamwork (LTW)	Demonstrates effective leadership and team working.	- Understands and agrees with the crew's roles and objectives. - Creates an atmosphere of open communication and encourages team participation - Uses initiative and gives directions when required - Admits mistakes and takes responsibility - Anticipates and responds appropriately to other crew members' needs - Carries out instructions when directed - Communicates relevant concerns and intentions - Gives and receives feedback constructively - Confidently intervenes when important for safety - Demonstrates empathy and shows respect and tolerance for other people - Engages others in planning and allocates activities fairly and appropriately according to abilities - Addresses and resolves conflicts and disagreements in a constructive manner - Projects self-control in all situations
Problem Solving and Decision Making (PSD)	Accurately identifies risks and resolves problems. Uses the appropriate decision-making processes.	- Seeks accurate and adequate information from appropriate sources - Identifies and verifies what and why things have gone wrong - Employ(s) proper problem-solving strategies - Perseveres in working through problems without reducing safety - Uses appropriate and timely decision-making processes - Sets priorities appropriately - Identifies and considers options effectively. - Monitors, reviews, and adapts decisions as required - Identifies and manages risks effectively - Improvises when faced with unforeseeable circumstances to achieve the safest outcome
Situation Awareness (SAW)	Perceives and comprehends all the relevant information available and anticipates what could happen that may affect the operation.	- Identifies and assesses accurately the state of the aircraft and its systems - Identifies and assesses accurately the aircraft's vertical and lateral position, and its anticipated flight path. - Identifies and assesses accurately the general environment as it may affect the operation - Keeps track of time and fuel - Maintains awareness of the people involved in or affected by the operation and their capacity to perform as expected - Anticipates accurately what could happen, plans and stays ahead of the situation - Develops effective contingency plans based upon potential threats - Identifies and manages threats to the safety of the aircraft and people. - Recognizes and effectively responds to indications of reduced situation awareness.
Workload Management (WLM)	Manages available resources efficiently to prioritize and perform tasks in a timely manner under all circumstances.	- Maintains self-control in all situations - Plans, prioritizes and schedules tasks effectively - Manages time efficiently when carrying out tasks - Offers and accepts assistance, delegates when necessary and asks for help early - Reviews, monitors and cross-checks actions conscientiously - Verifies that tasks are completed to the expected outcome - Manages and recovers from interruptions, distractions, variations and failures effectively
Knowledge (KNO)	Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment	- Demonstrates practical and applicable knowledge of limitations and systems and their interaction - Demonstrates required knowledge of published operating instructions - Demonstrates knowledge of the physical environment, the air traffic environment including routings, weather, airports and the operational infrastructure - Demonstrates appropriate knowledge of applicable legislation - Knows where to source required information - Demonstrates a positive interest in acquiring knowledge - Can apply knowledge effectively

A.1.3 Assessment System

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

1. RELIABILITY

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

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

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

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

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

2. VALIDITY

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

3. COMPREHENSIVENESS

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

4. OBJECTIVITY

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

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

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APPENDIX 2 – 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.

APPENDIX 3 – USE OF SIMULATOR FOR TRAINING AND TESTING

A3.1 Persons authorised to conduct tests in the simulator shall themselves have had practical training in its operation, especially with regard to the functionality of the Instructor Operating Station or Console.

A3.2 Prior to any test the examiner shall ensure that the simulator is EASA qualified and has a valid Simulator Qualification Certificate and the ATO (and operator for OPC) is approved for the type of check planned and it is properly defined in the respective training manuals, technical log shall be checked for defects and a visual inspection made of the area in the vicinity of the simulator.

A3.3 All applicants shall be given a briefing on the fire alarm system, safety equipment and use of escape ropes, differences between the company aircraft and the simulator shall be briefed and pointed out to the crew prior to the test/check.

A3.4 All persons shall be in full harness before the selection of motion.

A3.5 Following the test, examiners shall ensure any defects, unserviceability's and lost time are recorded in the operator's technical log system. Simulator operators have a requirement to monitor defects as part of their management system and reliability forms an essential part of the qualification and approval process. Therefore, should a simulator engineer rectify a defect during the detail it is still important that the fault be recorded in the technical log. Where these have caused significant disruption, or persisted for more than one check, the examiner shall inform the Head FSTD Standards at the Civil Aviation Authority at the earliest opportunity.

A3.6 Questions have been raised regarding what level of turbulence should be selected in the simulator when conducting a test or check. Specifying a level of turbulence that should be 'routinely applied' would detract from permitting the examiner applying his own judgement. The level of turbulence should reflect the weather conditions considered normal for the area of operation and the specific weather briefing being provided to the candidates. In the event that benign weather conditions were provided in the simulator scenario, to simulate a high-pressure influence for example, then a minimum level of turbulence might be appropriate. If the specific weather briefing reflected turbulence then such turbulence should be reflected in the simulator. If the exercise is to cover high wind scenarios whether for crosswind handling or windshear etc. then an appropriate level of turbulence shall be reflected. If the examiner is conducting a training exercise which requires precise flying limits to be demonstrated during a particular event, e.g. LVO training, where the applicant is being shown the visual references that are present at 200ft, 100ft and 50ft respectively, the examiner may wish to have no external influences that may alter the aircraft's position in respect of the runway (i.e. no wind and no turbulence). In this case it would be quite acceptable not to have any turbulence selected.

A3.7 Upset Prevention and Recovery Training (UPRT) on FSTD's (N/A)

APPENDIX 4 – USE OF AIRCRAFT FOR TRAINING AND TESTING

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

A4.1 Use of Aircraft for Training and Testing

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

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

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

- It is strongly recommended that the briefing to the applicant is very clear as to the order of events.
- Aircraft systems shall not be used outside of limitations and the AFM shall always be respected.
- Early recognition of the failure of the compass and attitude indicators shall not be carried out in a helicopter; only in an FSTD.
- Early recognition of the failure of the localizer and glideslope indications shall not be carried out in a helicopter.
- Simulated engine failure after take-off in a helicopter shall be carried out at a safe height.
    - In helicopters fitted with standby attitude/compass reference systems they should be used. Where the aircraft is fitted with Radio Magnetic Indicators (RMIs) these should be simulated failed.
    - The Flight Manual limits for 'g' loads and V_A should be observed.
    - It is the correct recovery technique that is being assessed so extreme maneuvers 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 should 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.

A4.2 Appendix 9

"CONDUCT OF THE TEST/CHECK"

The training, skill test or proficiency check for class or type ratings for helicopters shall be conducted in either of the following:

(a) an available and accessible FFS, or in a combination of such FFS and FSTD(s);

(b) a combination of FSTD(s) and the aircraft if an FFS is not available or accessible;

(c) the aircraft if no FSTD is available or accessible.

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

A4.3 Procedure for accepting a test on an aircraft if an FFS is not available or accessible

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

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

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

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

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

APPENDIX 5 – AIRMANSHIP, HUMAN FACTORS, THREAT & ERROR

A5.1 Airmanship

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

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

<u>The foundations of airmanship</u>

KNOWLEDGE

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

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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www.transport.gov.mt

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"

A5.2 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 and 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, aircraft systems, supporting facilities and persons) to achieve a safe an efficient operation. The objective of CRM is to enhance the communication, human factors and management skills of the crew member concerned. The emphasis is placed on the non-technical aspects of the crew performance'
MCC Competency requirements (AMC.FCL.735)	**CRM Competency requirements (AMC.ORO.115, 215)**
Communication Leadership and teamwork Situation awareness Workload Management Problem solving and Decision making Monitoring and crosschecking Task Sharing Briefing Flight Management	Communication Application of Threat and Error management and CRM principles Leadership and teamwork Situation awareness Workload Management Problem solving and decision making Use of Automation Task Sharing Stress, Stress management
MCC Knowledge requirements (AMC.FCL.735)	**CRM Knowledge requirements (AMC.ORO.115, 215)**
Human Factors Threat and Error management Crew Resource Management Application of Threat and Error Management and CRM principles SOP's Aircraft systems Undesired aircraft states PF and PM roles Emergency and Abnormal procedures	Error detection, error prevention Application of Threat and Error management and CRM principles Information acquisition, processing and Situation Awareness SOPs Human performance and limitations Automation Philosophy Operators Safety Culture

A5.3 Training and Testing under Part FCL and Part-ORO (Human Factors)

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

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

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

A5.4 Examiner Competence (Human Factors)

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

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

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

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

A5.4.1 Instructors and Examiners – Simulator (Human Factors)

Part-ORO requires elements of CRM be integrated into all appropriate phases of recurrent training. Whenever it is practicable, parts of the CRM practical training shall be conducted in FSTDs that reproduce a realistic operational environment and permit interaction.

Rated Instructors and Authorised Examiners (TRIs and TREs) must comply with the requirements of Part-FCL Sub-Parts J, K, Part-ORO, this PEL notice, and AMC1 ORO.FC.115&215 - Crew resource management (CRM) training. They must be able to train to the required depth, all the relevant CRM training topics in Table 1 – EASA Part-ORO. Chapter 4.1.3.2 of this document includes an 'Examiner Competencies Assessment table' which Senior Examiners and Examiners may use to assess the CRM/MCC elements of Examiner competence.

A5.4.2 Non-Technical Skills Assessment

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

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

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

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

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

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

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

Instruction and Facilitation techniques (ICAO Doc 9995)

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

A5.5 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

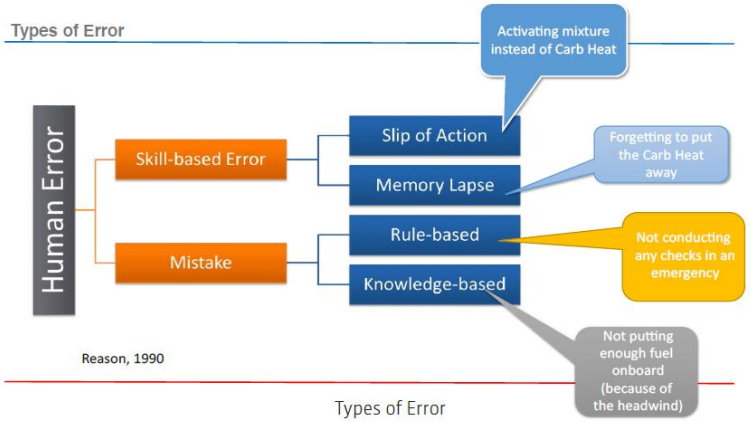
Threats are defined as "*events that occur beyond the influence of the flight crew, they increase operational complexity, and must be managed to maintain the safety margin*". During typical flight operations, flight crew may encounter 3 categories of threats.

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

ERRORS

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

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



UNDESIRED AIRCARFT STATE (UAS)

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

TEM TOOLS

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

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

EVALUATION BIASES TO AVOID

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

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

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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. 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.*

Keep questions as practical as possible. A flight test is an operational exercise where the candidate demonstrates knowledge and skill by going through an actual flight. Questions should get the candidate thinking. Asking a question that requires a YES/NO answer doesn't really tell the examiner much about the candidate's level of understanding. It is more effective to guide the candidate's thoughts toward the area to be questioned and then ask the question. In this way the candidate can 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. Tricky or irrelevant questions should be avoided. Questions should be challenging for the candidate but all necessary information to come to the answer must be provided

Handling of candidate answers

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

APPENDIX 7 – TMCAD PART-FCL LICENCE EXPLAINED

Transport Malta

Civil Aviation Directorate
Direttorat tal-Avjazzjoni Ċivili

EUROPEAN UNION

FLIGHT CREW LICENCE
LIĊENZJA TAL-EKWIPAĠĠ TAT-TITJIR

Issued in accordance with Part-FCL

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

Maħruġa skont il-Parti-FCL

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

EASA Form 141 Issue 3

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

I	State of Issue	MALTA
III	Licence number	MLT.FCL.H.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

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
IR(H)	
Night	
AW139/IR	
AS 332/EC 225/IR	
SK 92/IR	
S76/IR	
	No further entries
Instructors	
TRI(SPH)	AS332/EC225, AW139
TRI(MPH)	SK 92 (TRI/r only)
	No further entries
Examiners	
Certificate No.: MLT.TRE(SPH).123456M	
Certificate No.: MLT.TRE(MPH).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

Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiners certificate no.	Examiners signature
AW139/IR	19.09.2024	19.09.2024	30.09.2025	TM-CAD	
AS 332/EC 225/IR MP	15.05.2021	15.05.2021	31.05.2022	TM-CAD	
AS 332/EC 225 SP	15.05.2021	----------	31.05.2022	TM-CAD	

Date of IR test date

Types as listed in the EASA type rating

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

A7.1 Guidance on Completion of the TMCAD Part-FCL Licence

A7.1.1 Checking of Licences

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

Note1: TMCAD Part-FCL licence must be intact and not damaged.
Note2: If a candidates' revalidation section is full, a new licence may be obtained by completing form TM/CAD/0017 and sending it along with the required documentation to the PEL Unit at TMCAD.

A7.1.2 Aircraft Ratings and 'Endorsements'

Aircraft type ratings and aircraft endorsements will be entered in the left-hand column of Part XII the license.

(i) All helicopter rating entries will follow the Helicopter Type Ratings and Licence Endorsement List on EASA's website.
(ii) A revalidation will include the type rating entry as it appears in Part XII
(iii) In the case of helicopter 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: Heliopters 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

<u>Endorsements by the Authority</u>

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 helicopter 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 C, paragraph 7.

A7.1.3 Instrument Ratings

An Instrument Rating (IR) can be included in all Part-FCL helicopter licenses except LAPL. There are requirements to be met to initially qualify for IR privileges in single engine and multi-engine helicopters. 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 helicopter
2. ME-SP-IR is used when a pilot qualifies for and maintains IR privileges in single pilot multi-engine helicopter
3. Type/IR When IR is combined with a type rating

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

APPENDIX 8 – OPERATOR PROFICIENCY AND TRAINING PROGRAMMES

A8.1 Neither the ANA or PART FCL give specific guidance on the conduct of Operator Proficiency checks and the standards that should be required. However, AIR OPS ORO.FC.230(b) and AMC1 ORO.FC.230(b)(1)(i) does detail requirements and content accordingly, which an examiner shall adhere to, along with fulling the operators approved training programmes in their Operations Manual Part D (Training).

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

A8.2 An operator may wish to set higher standards for recurrent checking and indeed include additional items beyond those required in Appendix 9 and this standards document; in all cases though, any observation or competency graded reflecting a significant safety or performance deficiency must ensure that a return to line does not occur until the deficiency is rectified and is thoroughly demonstrated When developing grading markers, guidance and instructions to training captains and training standards.

A8.3 AOC Operators shall define clearly in their Operations Manual Part D what action is to be followed in the event of a failure to pass an OPC or if unsatisfactory performance is evident in any other recurrent training programme. It is recommended there shall be a clear statement that the flight crewmember may not thereafter act as a crewmember on commercial air transport or public transport flights until operator proficiency has been achieved.

A8.4 Recurrent training and checking is intended to ensure a competent standard for all aspects of a particular company's operation. Hence the Operations Manual Part D shall specify the required training frequency of rarely used items pertinent to the company route structure. It shall also ensure compliance with SOPs, particularly in an emergency. For example, unlike the LPC, which often assesses ability to operate the aircraft in manual flight, the OPC should be used to encourage appropriate use of automation and normal operational procedures.

A8.5 AIR OPS ORO.FC.230(b)(1) states "Each flight crew member shall complete operator proficiency checks as part of the normal flight crew complement". Thus, in general, when an OPC is to be conducted in a simulator, a captain and a co-pilot should normally be programmed, even when only one of the pilots is under check.

A8.6 It is recognised, however, that there are some circumstances in which it may be reasonable for an OPC to be crewed by two co-pilots or two captains. In this case the operator's Training Manual shall contain clear policy and instructions with regard to the conduct of OPCs with paired co-pilots or captains and guidance to training captains provided on the general conduct. These shall include the following considerations:

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

A8.7 It is also accepted that, in the event of a short-notice sickness absence, it would be both unreasonable and impractical to cancel the other pilot's check if a stand-in pilot were available, so any suitable stand in pilot may be sourced in this instance.

A8.8 Operator Proficiency Checks

A8.8.1 Applicability

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

A8.8.2 Part-ORO.FC.145 specifies the requirements for recurrent training and checking for companies involved in commercial air transport operations. The Operator Proficiency Check (OPC) shall be conducted by examiners qualified in accordance with Part-FCL.

A8.8.3 An examiner wishing to conduct OPCs shall;

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

A8.9 AOC Operators' using 3rd Party Examiners: The activity shall be subject to the scrutiny of the AOC holder's management system to ensure compliance with their standards. This scrutiny shall include periodic observations of the third-party examiners conducting OPCs. Each examiner shall have a copy of the current Operational Manual (OM) either in full or abbreviated, have an adequate working knowledge of the AOC holder's procedures, processes and standards. The process by which this oversight is achieved must be acceptable to TMCAD.

A8.10 Training Design Guidance – Alternative Training and Qualification Programme (ATQP) and Evidence-Based Training (EBT)

A8.10.1 General

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

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

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

A8.10.2 Incorporation of Appendix 9 Items Within Approved Training Programmes

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

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

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

A8.10.3 EBT Programme Structure

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

a) an Evaluation Phase;
b) a Manoeuvres Training/Validation Phase; and
c) a Scenario-Based Training Phase.

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

A8.10.4 Competency Assessment Principles

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

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

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

A8.10.5 Evaluation Phase

Purpose: The Evaluation Phase shall be intended to:

a) observe and assess flight crew competencies;
b) evaluate applicable Appendix 9 items where incorporated within the approved programme;
c) collect data for the purpose of supporting continuous improvement and validation of the operator's training system; and
d) identify individual training needs.

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

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

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

A8.10.6 Manoeuvres Training / Validation Phase

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

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

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

A8.10.7 Scenario-Based Training Phase

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

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

A8.10.7.1 Additional Uses

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

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

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

A8.10.8 Examiner Responsibilities

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

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

A8.11 Baseline Evidence-Based Training (Baseline EBT)

A8.11.1 General

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

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

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

A8.11.2 EBT Programme and Assessment Methodology

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

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

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

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A8.11.3 Conduct of Baseline EBT Programme

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

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

A8.11.4 Revalidation / Renewal Under Baseline EBT

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

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

The EBT Manager responsible for the relevant type rating shall:

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

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

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

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

A8.11.5 Instructor / Examiner Conduct

Instructors and assessors conducting Baseline EBT shall be familiar with:

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

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

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

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

A8.11.6 Standardisation and Oversight

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

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

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

A8.11.7 Records

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

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

A8.12 Competencies: Assessment is a continuous process throughout all phases of training whether under formal test conditions or not. Assessment should be accomplished by relating the observed crew behaviour. It is the process of observing, recording, analysing and determining crew performance against a defined standard in the context of overall performance. It includes the concept of self-critique and feedback, which can be given during training, or in summary thereafter.

Any instructor or Examiner must always consider safe competency to operate. Unacceptable reductions in safety margins at any time of either a technical or non-technical nature shall not proceed to line operations until the issue is resolved. Guidance on competency-based assessments is given in the detailed testing standard at Appendix 2 of this document.

A8.13 Incorporating SEP and other ground training requirements alongside recurrent training

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

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

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A8.14 Incorporating and complying with HF requirements alongside recurrent training

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

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

The operator shall establish a method of monitoring expiry dates and ensuring that regulations are complied with.

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APPENDIX 9 – 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, aircraft systems, limitations and performance characteristics.
3. Situational awareness is indicated by continuous anticipation and vigilance.
4. Flight management skills are exemplary, and threats are consistently anticipated, recognized and well managed.
5. Safety margins are maintained through consistent and effective management of aircraft systems and mandated operational protocols.

Performance is observed to include minor errors:

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

Performance is observed to include major errors:

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

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

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

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APPENDIX 10 – AUTHORISATION OF EXAMINERS (ANA) AND DISCIPLINARY ACTION

TMCAD may, in accordance with ANA, 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, 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.