



## POLICY AND GUIDANCE FOR EXAMINERS

### Multi-Pilot Aeroplanes (MPA) and Single-Pilot High Performance Complex Aeroplanes (SPHPCA)

Type Rating Skill Tests and Proficiency Checks conducted in accordance with EASA Part-FCL Appendix 9 using Form Number TM/CAD/0161.

This Document defines Transport Malta Civil Aviation Directorate Policy and means of Compliance with EASA Part-FCL, subpart J and K, and has been established to satisfy requirements to ensure the conduct and performance of TMCAD certified examiners in accordance with ARA.FCL.205.

Additional procedures and guidance for TMCAD examiners, ATO's and operators are also incorporated.

TMCAD is required to maintain a database of examiners' names and personal e-mail addresses. If you change your e-mail address, please ensure that you use the email address below to inform us of any changes. Simply enter your **Examiner reference number** in the message field, and then send to [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt).



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**AMENDMENT SUMMARY**

Paragraph	Change
4.1	<b>Revision 2</b> Amendment to endorsement list
4.1 5 8.4 9.1 Appendix 2 9.8.1	<b>Revision 3</b> Amendment to SFE(A) table Limitation of privileges in case of vested interests amendment (Reg 2019/1747) Revalidation of examiner certificates amendment (Reg 2019/1747) Revalidation of examiner certificates amendment (Reg 2019/1747) Amendment to Form as per Appendix 9 of 1178/2011 Reference to regulation inserted
Various	<b>Revision 4</b> Amendments to items as per regulation amendment 2018/1974
2.9 17.4 17.5 A5.3 A7.1 A2.33	<b>Revision 5</b> Amendments to items as per regulation amendment 2020/359
4.1 A.9.2.2 A.9.6	<b>Revision 6</b> General amendments on licence entries iaw GM1 FCL.910.TRI
4.1 A.2.29 Various	<b>Revision 7</b> General amendments on licence entries iaw GM1 FCL.910.TRI Amendment to PBN expiry date due to 71(2) exemption Various editorial changes throughout
ALL	<b>Revision 8</b> Full review
ALL	<b>Revision 9</b> Full review of all procedures and guidance and alignment with the EASA Flight Examiner Manual

**0. GLOSSARY**

AAL	Above Aerodrome Level
ADI	Attitude Direction Indicator
AFM	Aircraft Flight Manual
AIC	Aeronautical Information Circular
AIR-OPS	Commission Regulation (EU) No 965/2012 (as amended)
ANA	Air Navigation Act
AOC	Air Operator's Certificate
AoC	Assessment of Competence for Part-FCL
APP	Approach
ATC	Air Traffic Control
ATPL	Airline Transport Pilot Licence
ATO	Approved Training Organisation
ATQP	Alternative Training Qualification Program
Behaviour	A measurable way a person responds or reacts
CAT	Commercial Air Transport
CDFA	Continuous Descent Final Approach
CRZ	Cruise
Competency	Human Performance indicator and observable behaviour
DA	Decision Altitude
DES	Descent
DH	Decision Height
EAAT	Examiner Authorisation Acceptance Test
EFATO	Engine Failure After Take-Off
EBT	Evidenced Based Training (including Mixed implementation EBT)
EaOC	Examiner Assessment of Competence
EASA	European Aviation Safety Agency
EFIS	Electronic Flight Instrument System
EGPWS	Enhanced Ground Proximity Warning System
EVAL	Evaluation phase
EVS	Enhanced Vision Systems
FAF	Final Approach Fix
FI	Flight Instructor
FMC	Flight Management Computer
FMS	Flight Management System
FOI	Flight Operations Inspector
GE	Ground Examiner
GPWS	Ground Proximity Warning System
IFR	Instrument Flight Rules
HUD	Head Up Display
HUGS	Head Up Guidance System
ILS	Instrument Landing System
ISI	In-seat instruction
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
LNAV	Lateral Navigation
LOC-I	Loss of control in-flight
LOE	Line Oriented Evaluation
LOFT	Line Orientated Flying Training
LPC	Licence Proficiency Check means Part-FCL revalidation or renew
LST	Licence Skill Test means Part-FCL skill test of initial issue
LVO	Low Visibility Operation
MAPt	Missed Approach Point

MDA	Minimum Descent Altitude
MDH	Minimum Descent Height
MPA	Multi-Pilot Aeroplane
MPH	Multi-Pilot Helicopter
MSA	Minimum Safe Altitude
MV	Manoeuvres Validation
NPA	Non-Precision Approach
NDB	Non-Directional Beacon
NOTAM	Notice to Airmen
OB	Observable Behaviour
OM	Operations Manual
OPC	Operator Proficiency Check
Part FCL	Regulation Aircrew Annex I
Part OPS	Regulation for Operators Annex III
Part MED	Regulation for Medicals Annex IV
Performance Criteria	Statements used to define required levels of performance
PBN	Performance Based Navigation
PLD	Personnel Licensing Department
PM	Pilot Monitoring
PF	Pilot Flying
Proficient	Demonstration of necessary skills, knowledge and attitudes
PT	Public Transport
RA	Resolution Advisory
RMI	Radio Magnetic Indicator
RTF	Radiotelephony
RTO	Rejected Take-Off
RVR	Runway Visual Range
SA	Situational Awareness
SBT	Scenario based training or assessment
SE	Senior Examiner
SEP	Single Engine Piston
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SMS	Safety Management System
SOP	Standard Operating Procedure
SPHPCA	Single-Pilot High Performance Complex Aeroplanes
STD	Synthetic Training Device
TA	Traffic Advisory
TCAS	Traffic Alert and Collision Avoidance System
TI	Training Inspector
TEM	Threat and Error Management
TMCAD	Transport Malta Civil Aviation Directorate
TMG	Touring Motor Glider
TO	Take-Off
TRE	Type Rating Examiner
TRE(SPA)	Type Rating Examiner (single pilot aircraft)
TRI	Type Rating Instructor
TRI(SPA)	Type Rating Instructor (single pilot aircraft)
UPRT	Upset Prevention and Recovery Training
VMC	Visual Meteorological Conditions
3D Operation	Three-Dimensional Operation
2D Operation	Two-Dimensional Operation

**CIVIL AVIATION DIRECTORATE**Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)**1. INTRODUCTION****1.1 Purpose**

This document has been established to satisfy requirements to ensure the conduct and performance of TMCAD certified examiners in accordance with ARA.FCL.205. Additionally, this is produced to provide procedures and guidance for Examiners, ATO's and operators.

**1.2 Scope**

This Manual and policy document is applicable for all Malta authorised or designated TRE and SFE's. The instructions, policy and guidance detailed in this document are for examiners conducting skill tests/proficiency checks for Type Ratings on Multi-Pilot Aeroplanes (MPA) and Single-Pilot High Performance Complex Aeroplanes (SP HP(A)) 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](mailto: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.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

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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](mailto: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.

**1.5 Records and control of 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
- 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(A)
- OTHER DOCUMENTS
  - EASA Flight Examiner Manual - MPA
  - 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. *Note: All TMCAD forms include the data protection details.*

**1.8 Just Culture**

The civil aviation system 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 Definitions**

Refer to Malta Air Navigation Act and Commission Regulation 1178/2011.

## **2. PRE-REQUISITES FOR EXAMINERS**

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 Examination outside the territory of the Member States**

Refer to FCL.1000 (c)

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

- holds at least an equivalent ICAO Annex 1 licence, rating, or certificate to the one for which they are authorised to conduct skill tests, proficiency checks or assessments of competence, and in any case at least a CPL;
- complies with the requirements established in Subpart K for the issue of the relevant examiner certificate; and
- demonstrates to TMCAD an adequate level of knowledge of European aviation safety rules to be able to exercise examiner privileges.

This type of certificate shall be limited to providing skill tests and proficiency tests/checks:

- outside the territory of EASA Member states; and
- to pilots who have sufficient knowledge of the language in which the test/check is given.



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**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), including examiners with SPHP(A) privileges only up to two aircraft, in the multi-pilot aircraft or SPHPA types.
- Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE) including SP HP(A) and Class Rating Examiner (CRE) covering non-complex single pilot type: one single pilot type and one multi-pilot type.

The above mirrors the commercial air transport requirement for multiple type and class operations 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

**CIVIL AVIATION DIRECTORATE**Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)**4. EXAMINER STANDARDISATION**

Refer to FCL.1015

**4.1 Examiner Standardisation Course**

Applicants for Examiner Certificates are required to have completed an examiner standardisation course provided by TMCAD or by an ATO approved by TMCAD. The content of the Standardisation Course is detailed in Part-FCL.1015, AMC1 FCL.1015, AMC2 FCL.1015, GM1 FCL.1015 and EASA FEM Module 1.

The Malta Examiner Standardisation Course shall consist of theoretical and practical instruction and shall include, at least:

- at least 2 skill tests, proficiency checks or assessments of competences;
- the candidate must receive instruction on the relevant regulations within Part FCL
- the candidate shall also be familiar with the administrative procedures pertinent to the role;
- a briefing on the need to review and apply the items in (3) 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;

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.

The purpose of the examiner briefing is to comply with the Commission Regulation EU No 1178/2011 - The Aircrew Regulation - to ensure that any examiner who holds a certificate issued by TMCAD or a certificate issued by a non-Malta EASA state is familiar with Malta's administrative procedures, requirements for the protection of personal data, individual liability and insurance, and the associated fees.

- For Malta authorised examiners - FCL.1015 requires all TMCAD issued examiners to receive a briefing on the national administrative procedures, requirements for the protection of personal data, liability, accident insurance and fees. This will be completed during the Malta Examiner Standardisation Course.
- All non-Malta Examiners conducting skill tests, proficiency checks or assessments of competence on Malta licence holders are required to be fully conversant with TMCAD procedures.
- Also for non-Malta authorised examiners – FCL.1015 requires 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 – see item e) below;
- The competent authority is required to develop procedures to designate examiners for the conduct of skill tests (ARA.FCL.205(c)).

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- All non-TMCAD authorised examiners wishing to conduct a skill test, proficiency check or assessment of competence on an applicant who holds an EASA pilot license issued by the Malta, shall refer to the EASA Examiner Differences Document on the EASA website, FCL.1015(c).
- TMCAD is required under ARA.FCL.205(b) to maintain a list of all examiners exercising the privileges of their examiner’s certificate within Malta. This list is published and updated on a regular basis.
- All personal data will be handled in accordance with EU Data Protection Act 2016/679.
- All authorised examiners shall make themselves familiar with TMCAD briefing material.

To fulfil the EASA requirements to standardise all examiners, Part ARA.FCL.205, the 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 Senior Examiner and Training Inspector community. Any specific identifiable areas would be addressed during seminars for the examining community.

**4.2 Threat and Error Management (TEM)**

Examiners must obtain evidence to ensure that TEM is being practiced. Refer to the below for guidance:

- EASA FEM - General Section 4.2 Threat and Error Management (TEM)
- Appendix 6

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**5. EXAMINER ASSESSMENT OF COMPETENCE & MONITORING OF EXAMINERS**

Refer to:

- EASA FEM Module 7.1
- AMC1 FCL.1020 Examiners assessment of competence

**5.1 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.

**5.2 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/0141, 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.

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 A1.10 of this Appendix within the EVAL and MV phases of the module. An Examiner AoC cannot be conducted in the EBT 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 Human Factors)

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.

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.

**CIVIL AVIATION DIRECTORATE**Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)**5.3 Examiner Assessment of Competence Format**

5.3.1 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.

5.3.2 Prior to the Simulator detail, the examiner under assessment shall brief the crew for the test or check, in accordance with the EASA FEM

- MODULE 1 GEN Section 13 Pre-flight Briefing
- EASA MODULE 5.1 - MPA Section 3/4/5 Examiner Briefing
- EASA MODULE 5.2- HPA-COMPLEX(A) Section 3/4/5 Examiner Briefing

**5.3.3 Conduct of the Simulator Detail**

The examiner under assessment will:

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

*Note: Simulator safety is particularly important as direct access to the outside world is removed when the motion is turned on. Knowledge of escape procedures and safety devices is vital, as a fire inside the simulator can be fatal. The examiner is under assessment, and as such the TMCAD Inspector or SE has the responsibility to assess the entire Health and Safety briefing no matter how familiar with the device he may be.*

**5.3.4 Post-simulator or Flight Procedures**

- Immediately after exiting the simulator or returning to the briefing facility, the crew shall be encouraged to retire to a suitable rest area. No indication of the test result shall be given at this stage.
- The examiner under assessment will complete the simulator or aircraft technical log.
- The examiner under assessment will be given time to review his contemporaneous notes and then give the TMCAD Inspector or SE a summary of his assessment.
- Then the TMCAD Inspector or SE will give the examiner under assessment time to formulate his debriefing.
- The examiner under assessment will debrief the crew.
- When the examiner under assessment has completed his debriefing, the TMCAD Inspector or SE may discuss and clarify any points arising from the detail.

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- The examiner under assessment will have an oral check of knowledge of rules and regulations pertaining to privileges i.e. Part-FCL Subparts F, J and K, TMCAD additional guidance, policy and procedure
- The TMCAD Inspector or SE will check the correct completion of check forms, certificates of revalidation etc.
- The TMCAD Inspector or SE will debrief the examiner under assessment.

**5.3.5 TMCAD Inspector or SE Administration Procedures for an Examiner AoC**

After an Examiner AoC has concluded, the TMCAD Inspector or SE will complete a Form TM/CAD/0141 including details of the Assessment conducted, a narrative on performance of the examiner and award grades in accordance with the examiner competencies and performance markers.

**Pass:** Complete Form TM/CAD/0141 and e-mail to [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)

**Fail:** Examiner Assessment of Competence Report Form TM/CAD/0141 – one copy shall be given to the examiner under assessment, one copy to Examiners and one copy to be retained by the TMCAD Inspector or SE.

**5.4 Monitoring of Examiners**

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 examiner assessment of competence by a TM CAD inspector or senior examiner approved by TMCAD. 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,
- Observed during a simulator or aircraft checks, by a TM CAD inspector or a senior examiner

The oversight frequency is based on 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 states in Section 8.3.1 Examiner Competence Framework. The result of all the data gathered may require that the examiner is overseen more frequently than once every 3 years Examiners will be advised of this ad-hoc assessment as and if required.

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**6.4.1 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
<b>Briefing</b>	<ul style="list-style-type: none"> <li>Lack of preparation</li> <li>Starts briefing without introduction</li> <li>Lack of engagement with the crew</li> <li>Little or no interaction with crew</li> <li>Little or no use of board or other visual medium</li> <li>Little or no reference to H&amp;S</li> <li>Makes no reference to the company behavioural markers scheme</li> <li>Let personal opinion deflect from training objectives</li> <li>Didn't support the value of CRM training</li> </ul>	<ul style="list-style-type: none"> <li>Invites questions</li> <li>Generates a relaxed atmosphere</li> <li>Creates a climate conducive to learning</li> <li>Briefs all items required by this PEL Notice</li> <li>Provides all required documentation</li> <li>Refers to NOTECHS or company behavioural markers scheme</li> <li>Use of visual aids to support teaching points</li> <li>Identifies H&amp;S requirements</li> </ul>	<ul style="list-style-type: none"> <li>Good introduction Identifies the needs of the crew</li> <li>Delivers this PEL Notice, technical and non-technical, without change of style</li> <li>Uses facilitation appropriately</li> <li>Clear structure and clarity for all visual aid work</li> <li>Includes NOTECHS in all areas including company behavioural markers</li> </ul>	<ul style="list-style-type: none"> <li>Generates a high level of engagement with crew</li> <li>Responds appropriately to the needs of the crew</li> <li>Defines clearly what is expected of the crew</li> <li>Very responsive to questions</li> <li>All visual aids support and enhance the briefing and teaching points</li> <li>Manages potential barriers to learning including awareness of cross-cultural differences</li> </ul>
<b>Simulator Operation</b>	<ul style="list-style-type: none"> <li>Limited familiarity with IOS</li> <li>Irregular observation of crew</li> <li>Incorrect R/T</li> <li>Distracted by IOS at key observing moments</li> <li>Limited note taking</li> <li>Inappropriate use of freezes and repositions</li> <li>Overloading of failures</li> <li>Poor radar vectoring</li> </ul>	<ul style="list-style-type: none"> <li>Checks simulator log and approvals</li> <li>Efficient use of IOS</li> <li>Presents repositions to crew correctly</li> <li>Correctly sequences failures</li> <li>Effective note taking</li> <li>Observes all failure/repeat items</li> </ul>	<ul style="list-style-type: none"> <li>Crew enters the simulator with the correct scene set</li> <li>Introduces failures appropriate to crew actions</li> <li>Adjusts 'running sequence' to optimize time management</li> <li>Observes accurately identifying appropriate behavioural markers</li> <li>Identifies crew or individual fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Very realistic scenarios</li> <li>Role play of other agents responsive to crew's actions</li> <li>Clarity of examiner, instructor role</li> <li>Comprehensive observation/notes</li> <li>High level of flexibility to the training, checking plan</li> <li>Identifies root cause for all activity</li> <li>Is cognisant of the effect on the crew of any input from the Instructor/examiner</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>Standard not correctly applied</li> <li>Lack of evidence to support assessment</li> <li>Many important items missed</li> </ul>	<ul style="list-style-type: none"> <li>Correct assessment</li> <li>Applies Repeats and Retests</li> <li>Identifies good performance</li> <li>Identifies poor performance</li> <li>Makes technical and non-technical assessment</li> </ul>	<ul style="list-style-type: none"> <li>Skilled use of Repeats and Retests for maximum value to crew</li> <li>Assesses cause behind good/poor performance</li> </ul>	<ul style="list-style-type: none"> <li>Fully at ease with assessing the required standard and identifying this to the crew</li> <li>Comprehensive knowledge of company behavioural markers when making an assessment</li> <li>Clear understanding of root causes to all actions</li> <li>Keeps abreast of HF developments from the ICAO, EASA and the regulator</li> </ul>
<b>De-brief</b>	<ul style="list-style-type: none"> <li>Result not clearly stated</li> <li>Chronological</li> <li>No prioritisation of faults</li> <li>Little opportunity for crew to review their own performance</li> <li>Nit-picking</li> <li>No reference to company behavioural markers scheme or NOTECHS</li> <li>Displayed limited knowledge of the core EASA CRM subjects</li> </ul>	<ul style="list-style-type: none"> <li>Clear statement of result and use of 5Rs</li> <li>Clear prioritisation of faults</li> <li>Holds the agenda</li> <li>Some use of facilitation</li> <li>Encourages crew to provide their views</li> <li>Integration of NOTECHS</li> <li>Supports company SOPs</li> <li>The ability to focus on main issues</li> <li>Written report supports the result offered</li> </ul>	<ul style="list-style-type: none"> <li>Starts with an introduction</li> <li>At ease with facilitation to move the de-brief in the required direction</li> <li>Draws common faults together</li> <li>Links NOTECHS or company behavioural markers into the result of the check</li> <li>Balances praise and criticism</li> <li>Generation of summary</li> <li>Ability to listen to crew feedback</li> <li>Offers tips and advice</li> <li>Identifies missing skills (technical and non-technical)</li> </ul>	<ul style="list-style-type: none"> <li>Allows the crew to drive the agenda with the examiner controlling the agenda</li> <li>Achieves agreement of crew</li> <li>Seamless integration of the NOTECHS or company behavioural markers into all aspects of the operation</li> <li>Crew leave with clear and concise learning points</li> <li>Checks understanding and summarises learning points covered</li> </ul>

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**6. VALIDITY, REVALIDATION AND RENEWAL OF EXAMINER CERTIFICATES. FCL.1025**

**6.1 Examiner Validity**

6.1.1 TRE and SFE certificates shall be valid for three years and 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.

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

6.1.3 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.

**6.1.4 Examiner medical status**

6.1.4.1 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;

6.1.4.2 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 in Part-FCL subpart J and K respectively are fulfilled.

**6.2 Examiner Revalidation**

6.2.1 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



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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.

- 6.2.2 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.
- 6.2.3 The Examiner AoC shall be conducted in accordance with the format as described in **Section 8.7**
- 6.2.4 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.
- 6.2.5 When the applicant for the revalidation holds privileges for more than one type within the same examiner category, combined revalidation of all types shall be achieved when the applicant passes an assessment of competence on one of the types and meets the recency requirements for the other types.

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.

**6.3 Examiner Renewal**

- 6.3.1 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 LPC/OPC 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.

**CIVIL AVIATION DIRECTORATE**Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)**6.4 Examiner Refresher Course**

Refer to AMC1.FCL.1025

**6.4.1 Scope**

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.

**6.4.2 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, a TMCAD Senior Examiner or a TRE course tutor. 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](mailto: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 in accordance with AMC1.FCL.1015 (d 1&2) and AMC 1.FCL.1025
- A review of current and revised TMCAD PEL notices, Forms, Documents, etc.
- TMCAD administrative procedures for the renewal of type ratings.
- Vested interests of examiners.
- Procedure for the conduct of assessments of competence for the TRE/SFE AoC
- Procedure for the assessment of competency for TRI and SFI certificates.
- Applicability of appeal procedures under TMCAD Regulations and Procedures.
- Examiner briefing and debriefing techniques incorporating Human Factors, TEM, facilitation.
- Data protection regulations
- Health, safety, and environment
- Additional content as advised by the TMCAD PEL unit, for example sector risk information.

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- 7.1.1 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)(1). 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.
- 7.1.2 The mandatory items to be covered in the skill test/proficiency check are identified in Form TM/CAD/0161.
- 7.1.3 The examiner shall conduct each skill test or proficiency check in such a manner as to conform to the guidance given by the TMCAD and ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required by the test/check.
- 7.1.4 During a proficiency check the examiner shall verify an acceptable level of competence according to the operators grading system and the minimum standards required by Appendix 9 to Part-FCL of the Aircrew Regulation.

**7.2 Aim of the test/check**

- 7.2.1 The aim of the test/check is to:
- determine whether, by practical demonstration, the applicant has reached/maintained the required level of technical and non-technical competence for the rating;
  - improve the standards of instruction and training by feedback of those exercises and procedures which are commonly failed; and
  - 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.

**7.3 Conduct of the test/check/AoC - general**

Guidance material Ref to EASA FEM

- Module 1 General Section 10 Communication with the Candidate
- Module 1 General Section 11 CONDUCT OF THE TEST

- 7.3.1 When conducting the test/check or AoC examiners shall;
- ensure no language barriers exist;

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- ensure the applicant complies with all the qualifications, training, and experience requirements;
- ensure the applicant has completed at least 10 route sectors as pilot of the relevant type or class of aeroplane, or one route sector with an examiner during the period of validity of the rating. This may be done during the test and shall consist of a take-off, departure, a sector of not less than 15 minutes, arrival, approach and landing. The examiner shall ensure that a complete cycle of normal checks has been carried out;

*Note: A pilot working for a Part-OPS approved commercial air transport operator who has passed the OPC combined with an LPC is exempt from this requirement.*

- 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.

**7.4 Licensing Skill Test and Licensing Proficiency Check Items**

Refer to EASA FEM

- Module 5.1 Section 6 -MPA Skill Test and Proficiency Check items
- Module 5.2 Section 6 - HPA-COMPLEX(A) Skill Test and Proficiency Check items

**7.4.1** Licensing Skill Test: The skill test for the 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 test will be conducted by an examiner who has not been involved in any more than 25% of the total training and whenever they feel that their objectivity may be affected. The examiner shall sample the items covered by the instructor to ensure standardisation of training as it forms part of the management system. 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 (see assessment system below) 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.

For both MPA and SP HP(A) the test will grant an Instrument Rating for the type and may be combined with the OPC.

When a skill test is performed examiners shall check that all the practical training has been completed within the previous six months.

*Note: Form TM/CAD/0161 may be used to both evidence completion of the minimum required training items and for recording items tested.*

**7.4.2** Licensing Proficiency Check: All above applies except that the left-hand portion of the form “practical training” can be ignored, as can the items marked “M Skill test only”.

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Items 3.4.0 to 3.6.9 – the Authority recommends that an examiner shall rotate the six selected items to ensure that all items are checked over a three-year period or as agreed with the operator’s FOI. AMC1 ORO.FC.230(a)(4)(i)(A) requires non-ATQP operators to establish an aircraft/FSTD training programme which ensures that all major failures of aircraft systems and associated procedures will have been covered in the preceding three year period.

*Note: Three items are the minimum number of items from each of the two groups.*

Operators that conduct their recurrent training and checking programme as part of an approved ATQP or EBT Mixed Implementation may have an alternative training programme, however, may still be governed by training requirements over a 3 year cycle within Part-ORO.

**7.4.3 Skill Test/Proficiency Check Retraining**

Following a partial pass the examiner may recommend additional training. After a failed test or check retraining is mandatory as determined by the examiner. This retraining can be given at any appropriate time but shall be completed before any re-test items are flown. There is no limit to the number of skill tests/proficiency checks that may be attempted. (A company may have its own policy on the matter).

**7.4.4 Proficiency Check Validity**

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.

**7.5 Conduct of the test/check – Appendix 9 - TM/CAD/0161**

**7.5.1** The items marked M (mandatory) on form TM/CAD/0161 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/0161 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.

**7.5.2** 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 simulator testing/checking.

**7.5.3** 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.

**7.5.4** 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.

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7.5.5 **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 shall 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 manoeuvre 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.

7.5.6 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 retest is undertaken.

7.5.7 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 TM/CAD/0161 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.

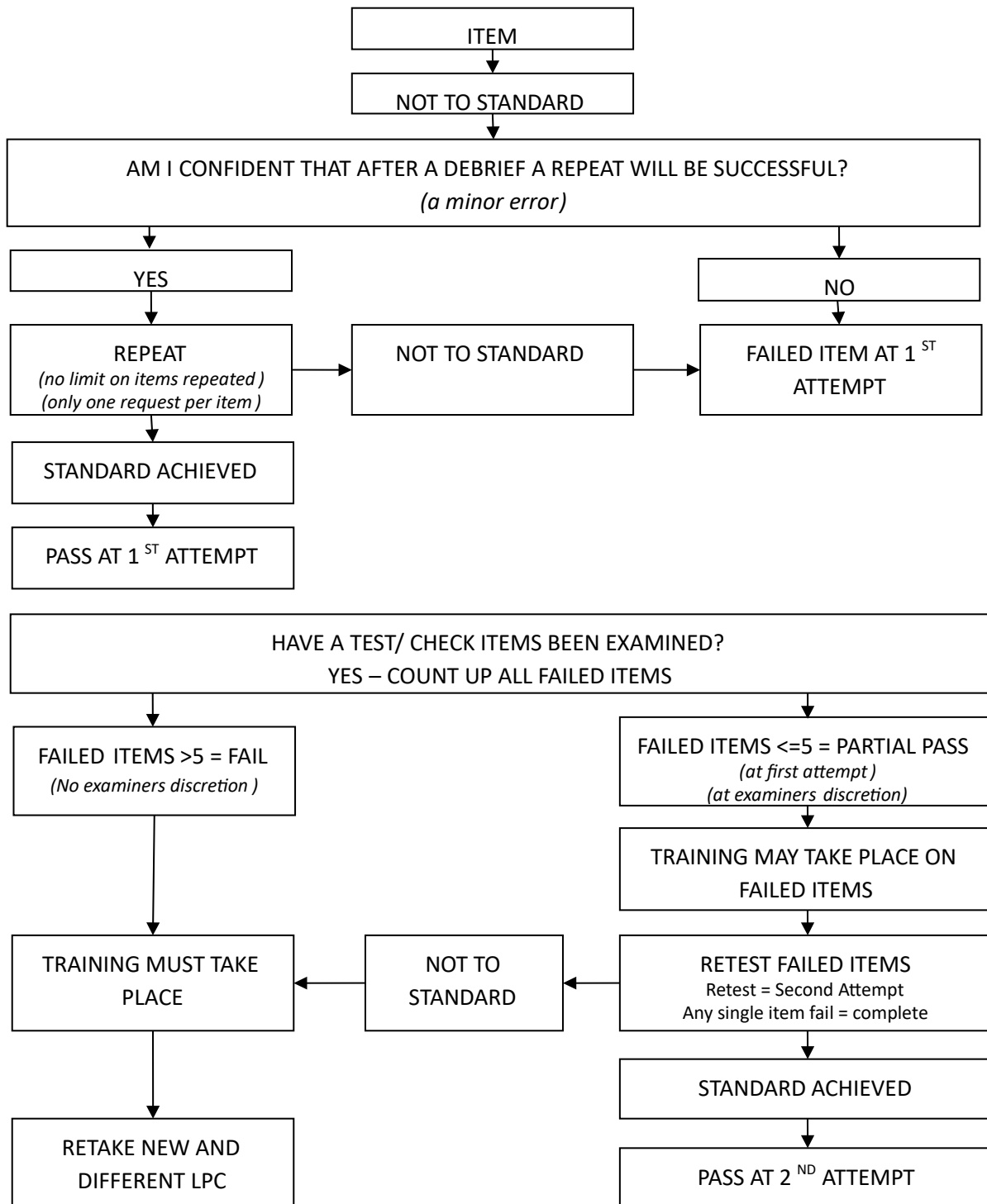
7.5.8 **Repeats:** At attempt number one the examiner may use his discretion to repeat any item(s) of the test/check once. The option to repeat any item is not a right of the applicant. As general guidance, the examiner shall only exercise his discretion to repeat an item when they consider that the applicant has made a minor error and the applicant is aware of the issue and how to resolve without requiring training input. This discretion shall not be used if further training is required. If retraining is required it shall 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 shall 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.

7.5.9 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 shall not be exercised further. Repeats are not recorded on the relevant TM/CAD/0161 form but shall be recorded on company paperwork.

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**7.5.10 Pass / Repeat / Fail Flow Diagram**



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- 7.5.11 Should the examiner consider that the applicant was not performing satisfactorily due to any external influence or distraction then the exercise shall not be assessed. An example of this may be noisy engineering work outside of a simulator.
- 7.5.12 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.
- 7.5.13 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.
- 7.5.14 Skill tests and proficiency checks shall not be conducted on a flight for the purpose of commercial air transport or public transport of passengers.
- 7.5.15 The test/check for a multi-pilot aeroplane or SP HP(A) 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 an aeroplane rather than a simulator is used for the test/check, the second pilot shall be the examiner.

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

**7.6 Examiner responsibilities**

Refer to EASA FEM

- Module 1 General Section 12 Test Administration
- Module 5.1-MPA Section 2 Test Administration
- Module 5.2- HPA-COMPLEX(A) Section 2 Test Administration

- 7.6.1 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.



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**7.7 Conduct of the Examiner**

- 7.7.1 The examiner may change the sequence of sections or manoeuvres 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.
- 7.7.2 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, it is acceptable to briefing applicants during the exercise for a change to the requirements, but the examiner shall ensure the applicant fully understands and accepts the changes otherwise the flight shall be suspended.
- 7.7.3 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 shall maintain a record of the test/check so that all aspects may be debriefed comprehensively.

- 7.7.4 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.

**7.8 Training and testing**

**7.8.1 Proactive Training**

When carrying out the mandatory proficiency check items 3.4 to 3.6 selected from the form TM/CAD/0161 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.”

**7.8.2 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.

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It is essential to be clear with the applicants in the opening part of the examiner's briefing 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 on 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 manoeuvres 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 behaviour 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:

- Training may not be integrated with testing/checking.
- 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.
- The applicant shall know, in advance, what is being assessed.

## 7.9 Briefing the applicant for a test

### 7.9.1 Pre-flight Briefing

Refer to EASA FEM

- MODULE 1 GEN Section 13 Pre-flight Briefing
- EASA MODULE 5.1 - MPA Section 3/4/5 Examiner Briefing
- EASA MODULE 5.2- HPA-COMPLEX(A) Section 3/4/5 Examiner Briefing

*Note 1: Copies of all relevant TMCAD publications and instructions, company operations manuals, flight manuals, weather charts and appropriate route & approach charts shall be available to the applicant before/during briefing.*

*Note 2 Examiners are required to check the applicant's licence. It is recommended that this is conducted at an appropriate time, for example when crews are preparing their paperwork. The applicant shall have the type on his licence unless an LST is to be carried out. For a renewal, the check may be conducted, but the examiner shall not sign the licence unless prior permission to the relevant authority was sought as required by the Examiners Difference Document. If no permission was sought the applicant must apply to the authority for the licence re-issue.*

### 11.9.2 Applicant's Licence absent

For Malta licence holders, where the applicant for the proficiency check does not present a valid licence for reasons deemed acceptable to the examiner, the test may 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 shall sign TM/CAD/0161 and complete the Form as proof of a completed test/check, insert a clear note in the Examiner Remark part stating, "**Applicant's licence 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.*

### 7.9.3 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 shall sign TM/CAD/0161 and complete the 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 licence may hold a medical certificate issued by another EASA member state, but their medical records shall be held by the TMCAD.

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

### 7.9.4 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 licence 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.

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.

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

**7.9.4.1 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-

**7.10 De-briefing the applicant after a test**

Refer to EASE FEM

- Module 1 GEN Section 16 Test Debriefing
- Module 5.1-MPA Section 10 Test Debriefing
- Module 5.2 - HPA-COMPLEX(A) Section 10 Test Debriefing

**7.10.1 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.*

**7.11 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 ATO's 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.

## **7.12 Administration**

Some of the following administration procedures may apply:

- Pilot licence – sign if so authorised.
- Applicable TM/CAD/0161 form complete and copy as required.
- Skill Test - cannot exercise privileges until rating received from PEL Department
- When conducting a renewal, if the rating has been removed from the ratings page then the examiner cannot sign the licence and must complete the appropriate TM/CAD/0161 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.
- Examiner’s record and form TM/CAD/0161 form complete and copy as required.
- Company notification (crewing etc).

### **7.12.1 Retention of records**

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.

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.

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**8. TRI /SFI**

**8.1 Instructor Certificates**

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

**8.1.2 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).

TRI/SFI endorsements will be entered in the Part XII/XII in the licence once they qualify for TRI privileges on each type of aeroplane 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.

TRI/SFI expiry dates

- **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(A):** The new expiry date following the renewal of a TRI certificate will be three years from the date of the application, including the remainder of the month.
- **Renewal SFI(A):** The new expiry date following the renewal of an SFI will be three years from the date of the AoC including the remainder of the month.

Endorsements by the Authority

Remarks identifying remark of TRI certificates, shall be entered in the right-hand column of Part XII.

- 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 ‘Instructor’ (left hand) column of Part XII of the licence.
- Related remarks and restrictions will be placed in the Remarks and Restrictions (right hand) column of Part XII.

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- In the case of aircraft types certificated for operation by a single pilot, the below shall be endorsed next to the rating: Single pilot role: 'SP', Multi pilot role only: 'MP' or Single and multi-pilot: 'SP/MP'.

*Note: Aeroplanes that are certificated for operation by a minimum of 2 pilots in all circumstances will have no remark added to the right-hand column of Part XII.*

**8.2 TRI/SFI Examiner – TRE or SFE (a)(5)****8.2.1 FCL.1005.TRE TRE – privileges and conditions**

Type rating examiners for aeroplanes (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 TMCAD for examiners wishing to both extend or retain their privileges to hold (a)(5) and TRI/SFI Examiner.

- Hold a valid ATPL(A), 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 AoC's as defined in the ATO manual to the limit of the examiners own TRI or SFI privileges.

*Note: An AoC for the issue, renewal or revalidation of a TRI(A) on the aircraft must be conducted by an Examiner nominated by the ATO for the purpose. The Examiner must hold a valid TRI(A) 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.*

**8.2.3** Form TM/CAD/0178 shall be submitted to [cadpel.tm@transport.gov.mt](mailto: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** ATO's shall amend relevant documentation to reflect procedures for the training and assessment to conduct TRI or SFI Assessments of Competency and these procedures shall be acceptable to TMCAD.**8.3 TRI/SFI Assessment of Competency**

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.

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- preparation of resources;
- creating a climate conducive to learning;
- knowledge;
- integration of threat and error management (TEM) and Human Factors principles
- management of time to achieve training objectives;
- facilitation of learning;
- assessment of knowledge skills and attitudes and overall competency
- monitoring and reviewing progress;
- evaluation of training sessions; and
- report outcome

**8.3.2 Assessment of competence**

Applicants for the issue, revalidation or renewal of an instructor certificate shall pass an assessment of competence in the appropriate aircraft class, 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 licence, rating or certificate.

An AoC for the issue, renewal or revalidation of a TRI(A) in the actual aircraft must be conducted by an Examiner nominated by the ATO for the purpose. The Examiner must hold a valid TRI(A) 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;
  - oral theoretical examinations on the ground, pre-flight and post-flight briefings and in-flight demonstrations in the appropriate aircraft class, type or FSTD; and
  - exercises adequate to evaluate the instructor's competencies.
- The assessment shall be performed on the same class or type of aircraft or FSTD used for the flight instruction.
- 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 shall include a minimum of three hours of flight instruction. When the AoC is conducted in an aeroplane the assessment shall include a minimum of one hour of flight instruction.
- If a person holds a TRI(A) certificate on more than one type of aircraft in the same category the AoC taken on one of those types shall revalidate the TRI(A) certificate for the other types held in the same category.



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For at least each alternate revalidation of a TRI(A) certificate, the holder shall have to pass the AoC detailed in (iii) above. (FCL.935.TRI).

- The assessment of competence for a TRI for MPA shall be conducted in an FFS. If no FFS is available, an aircraft may be used.
- The assessment of competence for a TRI for single-pilot high-performance complex aeroplanes shall be conducted in:
  - an available and accessible FFS; or
  - a combination of FSTD(s) and the aircraft if an FFS is not available or accessible; or
  - an aircraft if no FSTD is available or accessible (subject to acceptance by TMCAD for using an aircraft for test).

A TRI AoC in the FFS must include demonstration of skill relevant to instructing privileges held. Therefore, TRIs wishing to Renew or Revalidate TRI qualifications which include 'TRI/r', LIFUS or LT shall be assessed in a control seat in addition to the IOS during the AoC. A TRI(A) only Renewing or Revalidating in the FFS can be assessed solely in a control seat in the FFS.

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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**9. APPLICATION AND ADMINISTRATION PROCEDURE FOR EXAMINERS**

**9.1 Application procedure**

9.1.1 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](mailto:cadpel.tm@transport.gov.mt). This shall normally be at least 4 weeks before the requested Examiner AoC.

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

9.1.3 It is the responsibility of Examiners to notify [cadpel.tm@transport.gov.mt](mailto: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.

9.1.4 Logbooks and Licences need not be submitted unless requested.

9.1.5 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**

9.2.1 After debriefing the crew, the examiner shall complete the required documentations as below:

PASS

TM/CAD/0161 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. It is the applicants responsible for sending it to Personnel Licensing Department ([cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt))

PARTIAL PASS (failure of five items or less) or INCOMPLETE (items outstanding)

TM/CAD/0161 to be presented to the next examiner by the candidate and one copy for the examiner's record.

FAIL (more than five items or a failed re-test)

TM/CAD/0161 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. It is the applicants responsible for sending it to Personnel Licensing Department ([cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt))

*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:*

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- 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.

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

**9.3 Forms**

**9.3.1 TM/CAD/0161 – The Examiner Report Form**

**9.3.2 Form TM/CAD/0161**

The title of Form TM/CAD/0161 is ‘Application for MPA/ SPHPC/ Type Rating/ Revalidation/ Renewal/ Training ATPL(A)/ MPL(A) Skill test/Proficiency Check and Report Form’

The form primarily covers the technical requirements of a test, however both technical and nontechnical competence shall be checked. An individual can be failed for any unacceptable technical deficiency. An Examiner has the right to comment on the Examiner’s remarks section about deficiencies on non-technical matters and can bring this to the attention of the ATO concerned.

*Note: In the case of single-pilot high performance complex aeroplanes, for an applicant with both SP and MP privileges, the examiner shall use one form and for items 2.5, 3.8.3.4, 4.4, 5.5 and at least one manoeuvre/procedure from section 3.4, draw a horizontal line through the item box and annotate the attempt number and result for both SP and MP operations.*

**CIVIL AVIATION DIRECTORATE**Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)**APPENDIX 1 – DETAILED TESTING STANDARD / SKILL TEST AND PROFICIENCY CHECK ITEMS**

Refer to:

- EASA FEM Module 5.1 -MPA Section 6 Skill Test and Proficiency Check items
- EASA FEM Module 5.2 -HPA-COMPLEX(A) Section 6 Skill Test and Proficiency Check items
- 1178/2011 - Appendix 9

**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 aeroplane 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

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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 TM/CAD/0161 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 form TM/CAD/0161:*

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 2.5. However, when one failure leads to consequent failures or system malfunctions then each element can be recorded separately, e.g. Engine Failure between V1 and V2 followed shortly afterwards by an engine fire can be recorded in 2.5.2 and 3.6.1. Similarly, a hydraulic system failure may result in a landing gear malfunction, and then 3.4.5 and 3.4.12 can be recorded. However, this shall not be used as a means of signing off the required 3.4 item to expedite a test; three 3.4 and three 3.6 items require comprehensive assessment.

Some of the items contain several elements. It is not necessary to complete all of the elements of the item, for example item 3.6.3 ‘Engine failures, shutdown and restart at a safe height’. This item should be used to record engine related failures in other phases of flight other than those detailed in item 2.5. There is though no requirement to relight the engine if the failure or procedures do not permit. However, if there are any situations in which relight attempts are permitted, e.g. following flameout in descent at low power, then relight procedures shall be included at some point in a three-year recurrent cycle.

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The same can be applied to 3.4.10 ‘Ground proximity warning, system, weather radar, radio altimeter, Transponder’ where an individual element is sufficient for the item to be recorded, but all the elements shall be covered over a three-year recurrent training cycle.

*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.*

			MPL/ATPL/TYPE-RATING SKILL TEST/PROF CHECK		
Manoeuvres/Procedures Note: Shall include MCC, HF and overall competency for each item	PF	Crew (Or PM)	M FSTD or A/C	Automation	Notes
<b>SECTION 1</b>	<b>Shall be PF if SPHPCA.</b>				
<b>1 Flight Preparation</b>					
1.1 Performance calculation	✓ (As per SOP)	✓ (As per SOP)			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.
1.2 Aeroplane ext. visual inspection; location of each item and purpose of inspection	Each pilot must complete			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.
1.3 Cockpit inspection	✓ (As per SOP)	✓ (As per SOP)		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
1.4 Use of checklist prior to starting engines starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	✓ (As per SOP)	✓ (As per SOP)	<b>M</b>	N/A	Shall always be covered if aircraft testing. Abnormal operations shall always be tested in the FFS. Full shut down checks shall be assessed on an LST, but only periodically tested for a recurrent proficiency check.
1.5 Taxiing in compliance with air traffic control or instructions of instructor	✓ (As per SOP)	✓ (As per SOP)		N/A	A reasonable sample of competence taxiing shall be periodically reviewed and never in doubt. Use of stop bars and techniques to avoid runway incursion shall 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 shall be considered and periodically tested.
1.6 Before take-off checks			<b>M</b>	N/A	Shall always be conducted if testing in an aircraft. Shall always be conducted in an FFS, however with the agreement of the crew under test and if clearly practical to do so, this item may be abbreviated after the first departure and outside of full scenarios.

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SECTION 2					
2 Take-offs					
2.5-2.5.2 Take-offs with simulated engine failure	✓		<b>M</b> <b>FFS only</b>	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 - A large V1/VR spilt is acceptable, however, an examiner should also consider more challenging failures around VR.
2.6 Rejected take-off at a reasonable speed before reaching V1. (Not to be conducted in aircraft other than as a static touch drill procedure.)	✓ (As per SOP)	✓ (As per SOP)	<b>M</b>	As per SOP	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 shall be included in the three year cycle.  Whilst it is usually desirable to test this item at high speed, low speed severe engine malfunctions below VMCG are also useful to periodically test.
SECTION 3					
<b>3.4 Normal and abnormal operations of following systems</b>			<b>M</b>		<b>A minimum of 3 abnormal items shall be selected from 3.4.0 to 3.4.14 inc.</b>
3.4.0 Engine (if necessary, propeller)		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF This item will not normally be combined with item 2.5 or 3.6.1
3.4.1 Pressurisation and air- conditioning		✓		As per SOP	If this item involves an emergency descent (and may be combined with item 3.6.6) then that shall be completed in the pilots normal operating capacity in accordance with SOP. It shall also be periodically reviewed as a single pilot event in multi pilot aircraft in the event of incapacitation (and may be combined with 3.6.7) or absence from the flight deck.
3.4.2 Pitot/static system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.3 Fuel System		✓		As per SOP	May be combined with 3.6.4 - If the aircraft is capable of fuel jettison, this shall 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.
3.4.4 Electrical system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.5 Hydraulic system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF, for example dual hydraulics failures resulting in configuration issues or direct law on FBW types, manual reversion etc. May be combined with associated systems in 3.4 below
3.4.6 Flight control and Trim-System		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF

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3.4.7 Anti and de-icing system, Glare shield heating		✓		As per SOP	
3.4.8 Auto-pilot/Flight director	✓	✓	<b>M</b> (SPHPCA)	As per SOP	Any manoeuvres associated with a flying technique shall be evaluated as PF. Auto thrust or auto-throttle shall be periodically included within this category and each pilot will act as PF when dealing with failures.
3.4.9 Stall warning devices, and stability augmentation devices		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.10 Ground proximity warning system, weather radar, radio altimeter, transponder	✓	✓		As per SOP	Escape manoeuvres after an activation of a GPWS or EGPWS warning shall be conducted as PF. Systems reviews may be conducted as a crew. Where any manoeuvre involves a flying or handling technique, e.g. direct law approach due to an RA fault, a pilot shall be tested periodically as PF
3.4.11 Radios, navigation equipment, instruments, flight management system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.12 Landing gear and brake system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.13 Slat and flap system		✓		As per SOP	Where any manoeuvre involves a flying or handling technique, a pilot shall be tested periodically as PF
3.4.14 Auxiliary power unit		✓		As per SOP	
<b>3.6 Abnormal and emergency procedures</b>			<b>M</b>		<b>A minimum of 3 items shall be selected from 3.6.1 to 3.6.9 inclusive</b>
3.6.1 Fire drills e.g. Engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation		✓		As per SOP	An evacuation is not always required to complete this item, however a scenario resulting in this shall be periodically tested. An evacuation scenario may be combined with a rejected take-off, landing or taxiing event.
3.6.2 Smoke control and removal	✓ (As per SOP)	✓ (As per SOP)		As per SOP	Additional elements, such as electrical malfunctions, slat and flap may be combined.
3.6.3 Engine failures, shut-down and restart at a safe height		✓		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 a relight may often not be advisable, however, a relight shall be periodically reviewed either as a stand-alone test item or a scenario based event.
3.6.4 Fuel dumping (simulated)		✓		As per SOP	May be combined with 3.4.3 - If the aircraft is capable of fuel jettison, this shall 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 competence
3.6.5 Windshear at take-off/landing	✓		FFS only	As per SOP	Pilot monitoring from PM is an assessable competence
3.6.6 Simulated cabin pressure failure/emergency descent	✓ (As per SOP)	✓ (As per SOP)			This item may be combined with item 3.4.1 and shall be completed in the pilots normal operating capacity in accordance with SOP. It shall also be periodically reviewed as a single pilot event in multi pilot aircraft in the event of incapacitation (and may be combined with 3.6.7) or absence from the flight deck



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3.6.7 Incapacitation of flight crew member (Multi-pilot operations only)	✓			As per SOP	May be combined with any other exercise and periodically reviewed for all flight crew in MPA aircraft.
3.6.8 Other emergency procedures as outlined in the appropriate flight manual	✓ (As per ScOP)	✓ (As per SOP)		As per SOP	Shall be defined and specific emergency procedures as defined in at AFM.
3.6.9 TCAS event	✓		FFS only	As per SOP	A TCAS scenario shall be taken to conclusion. For example, after the manoeuvre has been completed, the crew shall recover their flight path and clearance, rebuilding automation satisfactorily. Whilst limitations within many FSTDs, Examiner should strive to create the most realistic scenario possible. UPRT element may be considered here in the form of upset after descending below a heavy wake turbulence aircraft and can be combined with 3.7.2.
<b>3.7 UPRT</b>					
3.7.1 Recovery from stall events in: - take-off configuration - clean configuration at low altitude; - clean configuration near maximum operating altitude; and - landing configuration.	✓		FFS qualified for the training task only	As required	Examiners should consider taking scenarios to full recovery. For example, rebuilding automation and reestablishing clearance and safe altitude etc.
3.7.2 The following upset exercises: - recovery from nose-high at various bank angles; and - recovery from nose-low at various bank angles	✓		FFS qualified for the training task only	As required	Examiners should consider taking scenarios to full recovery. For example, rebuilding automation and reestablishing clearance and safe altitude etc.
<b>3.8 Instrument flight procedures</b>					
3.8.1 Adherence to departure and arrival routes and ATC instructions	✓*		<b>M</b>	As per SOP	See detailed testing standard. A reasonable sample of each is required to be completed by each pilot under test.
3.8.2 Holding procedures		✓		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 shall be periodically tested. Correct holding procedures must be followed. Examiners may also wish to test non-standard holding procedures, for example Present Position
3.8.3 3D operations to DH/A of 200 feet (60m) or to a higher minima, if required, by the procedure but not above 450'AAL	✓			As per SOP	See detailed testing standard.
3.8.3.1 Manually, without flight director	✓		<b>M</b> (Skills test only)	Manually means without Flight director, autopilot and auto-thrust	Raw data nav aids 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. On 4th generation aircraft with a highly reliable auto thrust, the examiner may elect to permit the applicant to leave the auto thrust engaged if they so wish. However, competence in the ability to manually control must never be in doubt and it is recommended that operators periodically test competence without auto thrust.

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3.8.3.2 Manually, with flight director	✓			Manually means with Flight director, but without autopilot and autothrust.	If the approach requires them, raw data nav aids 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.
3.8.3.3 With auto-pilot	✓			As per SOP	This may be combined with section 6
3.8.3.4 Manually, with one engine simulated inoperative during final approach, either until touchdown or through the complete missed approach procedure (as applicable), starting:  (i) before passing 1 000 ft above aerodrome level; and (ii) after passing 1 000 ft above aerodrome level. In aeroplanes which are not certificated as transport category aeroplanes (JAR/FAR 25) or as commuter category aeroplanes (SFAR 23), the approach with simulated engine failure and the ensuing go-around shall be initiated in conjunction with the 2D approach in accordance with 3.8.4. The go-around shall be initiated when reaching the published obstacle clearance height/altitude (OCH/A); however, not later than reaching an MDH/A of 500 ft above the runway threshold elevation. In aeroplanes having the same performance as a transport category aeroplane regarding take-off mass and density altitude, the instructor may simulate the engine failure in accordance with exercise 3.8.3.4.	✓		<b>M</b>	<b>Auto pilot (and auto thrust*) Shall be disengaged before intercepting localiser (or equivalent) and before final configuration</b>	* On 4th generation aircraft with a highly reliable auto thrust, the examiner may elect to permit the applicant to leave the auto thrust engaged. However, competence to manually control thrust and trim changes must never be in doubt and it is recommended that operators periodically test competence without auto thrust.
3.8.4 2D operation down to MDH/A	✓		<b>M</b>	As per SOP	
3.8.5 Circling approach under the following conditions: (a)*approach to the authorised minimum circling approach altitude at the aerodrome in question in accordance with the local instrument approach facilities in simulated instrument flight conditions; followed by: (b) circling approach to another runway at least 90° off centreline from the final approach used in item (a), at the authorised minimum circling approach altitude. Remark: If (a) and (b) are not possible due to ATC reasons, a simulated low visibility pattern may be performed.	✓			As per SOP	
3.8.6 Visual approaches	✓			As per SOP	

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SECTION 4					
4 Missed Approach Procedures					
4.1 Go-around with all engines operating during a 3D operation on reaching decision height	✓			As per SOP	Examiners shall 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.
4.2 Go-around with all engines operating* from various stages during an instrument approach	✓			As per SOP	Examiners shall 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.
4.3 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.
4.4 Manual go-around with critical engine simulated inoperative after an instrument approach on reaching DH/MDH/A or MAPt	✓		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 manoeuvre manually is not in doubt. This may be especially helpful for operators whose SOP is to continue to the first platform altitude.
4.5 Rejected landing with all engines operating: – from various heights below DH/MDH; – after touchdown (balked landing) In aeroplanes which are not certificated as transport category aeroplanes (JAR/FAR 25) or as commuter category aeroplanes (SFAR 23), the rejected landing with all engines operating shall be initiated below MDH/A or after touchdown.	✓			As per SOP	Examiners shall periodically assess capability for pilots to manage rejected landings.
SECTION 5					
5 Landings					
5.1 Normal landing with visual reference established when reaching DA/H following an instrument approach	✓			As per SOP	
5.2 Landing with simulated jammed horizontal stabiliser in any out-of-trim position	✓			As per SOP	May be combined with 3.4.6
5.3 Crosswind landings (aircraft, if practicable)	✓			As per SOP	
5.4 Traffic pattern and landing without extended or with partly extended flaps and slats	✓			As per SOP	

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5.5 Landing with critical engine simulated inoperative	✓		<b>M</b>	shall be disengaged no later than 200' AAL SOP shall be respected with regards to A/Thr	
5.6 Landing with two engines inoperative: – aeroplanes with three engines: the centre engine and one outboard engine as far as practicable according to data of the AFM; and – aeroplanes with four engines: two engines at one side	✓		<b>M</b> (Skills Test Only)	shall be disengaged no later than 200' AAL SOP shall be respected with regards to A/Thr	
<b>SECTION 6</b> (If required – LVO training and testing requirements to be completed in accordance with an Operator’s approval)					
6 Type rating for instrument approaches down to a decision height of less than 60 m (200 ft) (CAT II/III)			<b>Note 1</b> For instrumental approaches down to a DH of less than 60 m (200 ft) <b>Note 2</b> During the following instrument approaches and missed approach procedures all aeroplane equipment required for type certification of instrument approaches down to a DH of less than 60 m (200 ft) shall be used.		
6.1 Rejected take-off at minimum authorised RVR	✓ (As per SOP)	✓ (As per SOP)	<b>M FFS only</b>	As per SOP	May be combined with any other scenario or element
6.2 CAT II/III approaches. In simulated IMC down to DH, using flight guidance system. Standard procedures of crew coordination (task sharing, call out procedures, mutual surveillance, information exchange and support) shall be observed.	✓ (As per SOP)	✓ (As per SOP)	<b>M</b>	As per SOP	May be combined with any other scenario or element
6.3 Go-around: after approaches as indicated in 6.2 on reaching DH. The training shall also include a goaround due to (simulated) insufficient RVR, wind shear, aeroplane deviation in excess of approach limits for a successful approach, ground/airborne equipment failure prior to reaching DH, and go- around with simulated airborne equipment failure.	✓ (As per SOP)	✓ (As per SOP)	<b>M</b>	As per SOP	May be combined with any other scenario or element
<b>Note 1:</b> The training also shall include a go-around due to (simulated) insufficient RVR, wind shear, aeroplane deviation in excess of approach limits for a successful approach, and ground/airborne equipment failure prior to reaching DH and, go-around with simulated airborne equipment failure. <b>Note 2:</b> Special attention shall be given to go-around procedures with pre-calculated manual or automatic go-around attitude guidance.					
6.4 Landing(s): with visual reference established at DH following an instrument approach. Depending on the specific flight guidance system, an automatic landing shall be performed.	✓ (As per SOP)	✓ (As per SOP)	<b>M</b>	As per SOP	May be combined with any other scenario or element
<b>PBN</b>					
To establish or maintain PBN privileges, one approach shall be an RNP APCH.	✓		<b>M</b> (if PBN required)	As per SOP	May be combined with a 3D approach or as a standalone test item.

*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*

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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:

**Section 15:**

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 aeroplane 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.

**Section 3: Flight test tolerance**

The applicant shall demonstrate the ability to:

- operate the aeroplane within its limitations;
- complete all manoeuvres with smoothness and accuracy;
- exercise good judgement and airmanship;
- apply aeronautical knowledge;
- Maintain control of the aeroplane 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.	<ul style="list-style-type: none"> <li>- Identifies the source of operating instructions</li> <li>- Follows SOPs unless a higher degree of safety dictates an appropriate deviation</li> <li>- Identifies and follows all operating instructions in a timely manner</li> <li>- Correctly operates aircraft systems and associated equipment</li> <li>- Complies with applicable regulations.</li> <li>- Applies relevant procedural knowledge</li> </ul>
Communication (COM)	Demonstrates effective oral, nonverbal and written communications, in normal and non-normal situations.	<ul style="list-style-type: none"> <li>- Ensures the recipient is ready and able to receive the information</li> <li>- Selects appropriately what, when, how and with whom to communicate</li> <li>- Conveys messages clearly, accurately and concisely</li> <li>- Confirms that the recipient correctly understands important information</li> <li>- Listens actively and demonstrates understanding when receiving information</li> <li>- Asks relevant and effective questions</li> <li>- Adheres to standard radiotelephone phraseology and procedures</li> <li>- Accurately reads and interprets required company and flight documentation</li> <li>- Accurately reads, interprets, constructs and responds to datalink message in English</li> <li>- Completes accurate reports as required by operating procedures</li> <li>- Correctly interprets non-verbal communication</li> </ul>
- 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.	<ul style="list-style-type: none"> <li>- Controls the aircraft using automation with accuracy and smoothness as appropriate to the situation</li> <li>- Detects deviations from the desired aircraft trajectory and takes appropriate action</li> <li>- Contains the aircraft within the normal flight envelope</li> <li>- Manages the flight path to achieve optimum operational performance</li> <li>- Maintains the desired flight path during flight using automation whilst managing other tasks and distractions</li> <li>- Selects appropriate level and mode of automation in a timely manner considering phase of flight and workload</li> <li>- Effectively monitors automation, including engagement and automatic mode transitions</li> </ul>
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.	<ul style="list-style-type: none"> <li>- Controls the aircraft manually with accuracy and smoothness as appropriate to the situation</li> <li>- Detects deviations from the desired aircraft trajectory and takes appropriate action</li> <li>- Contains the aircraft within the normal flight envelope</li> <li>- Controls the aircraft safely using only the relationship between aircraft attitude, speed and thrust</li> <li>- Manages the flight path to achieve optimum operational performance</li> <li>- Maintains the desired flight path during manual flight whilst managing other tasks and distractions</li> <li>- Selects appropriate level and mode of flight guidance systems in a timely manner considering phase of flight and workload</li> <li>- Effectively monitors flight guidance systems including engagement and automatic mode transitions</li> </ul>

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Competency	Competency Description	Behavioural Indicator
Leadership and Teamwork (LTW)	Demonstrates effective leadership and team working.	<ul style="list-style-type: none"> <li>- Understands and agrees with the crew’s roles and objectives.</li> <li>- Creates an atmosphere of open communication and encourages team participation</li> <li>- Uses initiative and gives directions when required</li> <li>- Admits mistakes and takes responsibility</li> <li>- Anticipates and responds appropriately to other crew members’ needs</li> <li>- Carries out instructions when directed</li> <li>- Communicates relevant concerns and intentions</li> <li>- Gives and receives feedback constructively</li> <li>- Confidently intervenes when important for safety</li> <li>- Demonstrates empathy and shows respect and tolerance for other people</li> <li>- Engages others in planning and allocates activities fairly and appropriately according to abilities</li> <li>- Addresses and resolves conflicts and disagreements in a constructive manner</li> <li>- Projects self-control in all situations</li> </ul>
Problem Solving and Decision Making (PSD)	Accurately identifies risks and resolves problems. Uses the appropriate decision-making processes.	<ul style="list-style-type: none"> <li>- Seeks accurate and adequate information from appropriate sources</li> <li>- Identifies and verifies what and why things have gone wrong</li> <li>- Employ(s) proper problem-solving strategies</li> <li>- Perseveres in working through problems without reducing safety</li> <li>- Uses appropriate and timely decision-making processes</li> <li>- Sets priorities appropriately</li> <li>- Identifies and considers options effectively.</li> <li>- Monitors, reviews, and adapts decisions as required</li> <li>- Identifies and manages risks effectively</li> </ul>
- 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.	<ul style="list-style-type: none"> <li>- Identifies and assesses accurately the state of the aircraft and its systems</li> <li>- Identifies and assesses accurately the aircraft’s vertical and lateral position, and its anticipated flight path.</li> <li>- Identifies and assesses accurately the general environment as it may affect the operation</li> <li>- Keeps track of time and fuel</li> <li>- Maintains awareness of the people involved in or affected by the operation and their capacity to perform as expected</li> <li>- Anticipates accurately what could happen, plans and stays ahead of the situation</li> <li>- Develops effective contingency plans based upon potential threats</li> <li>- Identifies and manages threats to the safety of the aircraft and people.</li> <li>- Recognizes and effectively responds to indications of reduced situation awareness.</li> </ul>
Workload Management (WLM)	Manages available resources efficiently to prioritize and perform tasks in a timely manner under all circumstances.	<ul style="list-style-type: none"> <li>- Maintains self-control in all situations</li> <li>- Plans, prioritizes and schedules tasks effectively</li> <li>- Manages time efficiently when carrying out tasks</li> <li>- Offers and accepts assistance, delegates when necessary and asks for help early</li> <li>- Reviews, monitors and cross-checks actions conscientiously</li> <li>- Verifies that tasks are completed to the expected outcome</li> <li>- Manages and recovers from interruptions, distractions, variations and failures effectively</li> </ul>
Knowledge (KNO)	Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment	<ul style="list-style-type: none"> <li>- Demonstrates practical and applicable knowledge of limitations and systems and their interaction</li> <li>- Demonstrates required knowledge of published operating instructions</li> <li>- Demonstrates knowledge of the physical environment, the air traffic environment including routings, weather, airports and the operational infrastructure</li> <li>- Demonstrates appropriate knowledge of applicable legislation</li> <li>- Knows where to source required information</li> <li>- Demonstrates a positive interest in acquiring knowledge</li> <li>- Can apply knowledge effectively</li> </ul>

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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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- For licensing purposes, this is not a mandatory test or proficiency check item. However, AMC1 to ORO.FC.220&230, GM1/2/3/4/5 ORO.FC220&230 define flight crew UPRT training and checking requirements for air operators that shall be complied with at least every 12 months.
- Appendix 9 – Section 3.7 items have been added defining training requirements of FCL.725.A. Examiners shall check that training in these items have been completed prior to completing a skills test. Additionally, in accordance with 3.7, examiners shall periodically test skills.
- Exercises shall be completed in the pilots normal operating seat and each pilot tested as PF. If pilots are qualified to operate in both seats, then UPRT shall normally be periodically assessed in each seat. For example, within a 3-year rolling recurrent cycle. Exercises shall be completed in the pilots normal operating seat and each pilot tested as PF.
- As per AMC1 ORO.FC.220&230 (d), an FFS that is used for the training referred to in point (b)(1) should be qualified in accordance with the special evaluation requirements set out in CS-FSTD(A) (Issue 2 or as amended).

**GM1 to Appendix 9**General

The upset recovery training exercises shall be mainly manoeuvre-based but may include some scenario-based training elements. The manoeuvre-based training enables type rating applicants to apply their handling skills and recovery strategy whilst leveraging CRM principles to return the aeroplane from an upset condition to a stabilised flight path.

If training is conducted in an FSTD, it is important that applicants understand the limitations of the FSTD in replicating the physiological and psychological aspects of upset recovery exercises.

*Note: In order to avoid negative training and negative transfer of training, the ATO shall ensure that the selected upset recovery exercises take into consideration the limitations of the FFS.*

Stall event recovery in FSTD (Appendix 9, Section B(5) exercise 7.2.1; Section B(6) exercise 3.7.1)

It is of utmost importance that stall event recovery training takes into account the capabilities of the FFS used. To deliver stall event recovery training, the FFS shall be qualified against the relevant UPRT elements of CS-FSTD Issue 2. Stall event recovery training shall include training up to the stall (approach-to-stall). Post-stall training may be delivered provided the device has been qualified against the relevant optional elements of CS-FSTD Issue 2 and the operator demonstrates that negative training or negative transfer of training is avoided. A 'stall event' is defined as an occurrence whereby the aeroplane experiences one or more conditions associated with an approach-to-stall or a post stall.

Stall event recovery training shall emphasise the requirement to reduce the AoA whilst accepting the resulting altitude loss. High-altitude stall event training shall be included so that flight crew experience the aeroplane control response, the significant altitude loss during the recovery, and the increased time required to recover. The training shall also emphasise the risk of triggering a secondary stall event during the recovery.

Recovery from a stall event shall always be conducted in accordance with the stall event recovery procedures of the OEM.

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**Upset Prevention and Recovery Training (UPRT) on FSTD's**

- An ATO, operator and examiner must understand the capabilities and limitations of the FSTD to be used, especially when manoeuvre training might involve operating outside the normal flight envelope of the aeroplane with consequential negative training effects. The functionality of the Instructor Operating Station (IOS) for UPRT shall also be considered.
- The FSTD used for UPRT must be qualified to ensure that the training task objectives can be achieved without negative transfer of training. FSTDs considered to be qualified for upset recovery training are Full Flight Simulators (FFS) qualified to level C, CG, D or DG. Full aerodynamic stall or other exercises outside the Validated Training Envelope (VTE) must not be conducted.
- Current fixed wing FSTD Certification Specifications CS-FSTD(A) do not contain any additional requirements for UPRT. EASA rulemaking task RMT.0196 is currently reviewing incorporation of any such requirements in conjunction with rulemaking task RMT.0581.

## **APPENDIX 3 – STANDARD OF COMPLETION**

### **A.3.1 Standard of Completion**

Refer to EASA FEM

- Module 1 – General Section 15
- Module 5.1-MPA Section 7 Standard of Completion
- Module 5.2 - HPA-COMPLEX(A) Section 7 Standard of Completion

### **A.3.2 Knowledge, Skills and Attitude Assessment Guidance**

Refer EASA FEM

- MODULE 5.1-MPA Section 8 Knowledge, Skills and Attitude Assessment Guidance
- MODULE 5.2- HPA-COMPLEX(A) Section 8 Knowledge, Skills and Attitude Assessment Guidance

### **A.3.3 Testing challenges on 4th Generation aircraft**

- On some 4th generation types, e.g. B787, departure performance is often highly optimised, particularly when an assumed temperature and de-rate is used in combination. In these situations, it is acknowledged that these situations need precise techniques and VMCA restrictions may prevent the addition of power. A candidate trying to correct may create an undesirable state, e.g. descent. Examiners shall be mindful of this and are ultimately looking for safe actions to correct the flight path where possible, safe all-round handling and excellent situational awareness of the aircraft state, terrain and sound decision making to correct any deviations. A pass may be considered if the techniques were acceptable and safe, alternatively a repeat or retest may be considered to refine techniques.
- For HUD equipped aircraft, simulator IOS's are often equipped with a screen showing the data available to the PF. It is an examiners tendency to focus on this display, however, observing a candidate can provide much useful information to an examiner. For example, a pilot may fly a manual 3D approach within limits, however, they may be generating significant self-induced oscillation not apparent on the HUD, they may not have the aircraft correctly trimmed etc. So, it is recommended the examiner also monitors the Pilot Flying/Pilot Handling and doesn't just focus on the HUD display.

### **A.3.4 Decision Making Flow Chart**

Refer to EASA FEM

- Module 5.1-MPA Section 9 Decision Making Flow Chart
- Module 5.2 - HPA-COMPLEX(A) Section 9 Decision Making Flow Chart

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**A4.1** 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.

**A4.2** 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.

**A4.3** 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.

**A4.4** All persons shall be in full harness before the selection of motion.

**A4.5** 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.

**A4.6** 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.

**A4.7** Upset Prevention and Recovery Training (UPRT) on FSTD's (ref to UPRT Appendix 2)

## APPENDIX 5 – TRAINING AND TESTING IN AIRCRAFT

### A.5.1 Use of Aircraft for Training and Testing

**A.5.1.1** 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**.

### A.5.2 Appendix 9

“CONDUCT OF THE TEST/CHECK”

**“Full flight simulators and other training devices, when available, shall be used, as established in this Part”.**

**A.5.2.1** 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 FFS is ‘available’, as defined below, it shall be used; if not, then an aircraft may be used but only following acceptance that an FFS is not available from the Competent Authority in accordance with the procedure detailed.

### A.5.3 Procedure for accepting a test on an aircraft if the an FFS is not available or accessible

**A.5.3.1** 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](mailto: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 FFS 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: As part of the case assessments required at Notes 1 and 2, TMCAD may require that an application for exemption from Appendix 9 requirements be also submitted.*

*Note 3: Exceptions may be granted for conducting training or testing for the purpose of conducting TRI AoC’s for adding aircraft restricted “excluding emergency/abnormal procedures” or unrestricted aircraft extension of privileges to a TRI rating. However, the process of safety management shall always be demonstrated.*

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**A.5.4.1** 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.

**A.5.4.2** 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. All the situations cannot be predicted, as the scope of items in the LST/LPC Normal and Abnormal Operations and Abnormal and Emergency Procedures sections is too large to cover in detail. Some general guidance is listed below:

- It is strongly recommended that the briefing to the applicant is very clear as to the order of events.
- Stalling and any UPRT elements shall not be carried out without prior approval. Special examiner rating would be required to do such training e.g. test pilot. When approved UPRT elements shall be conducted at a safe height, ATC shall always be advised of the intentions and a good lookout. Care shall be taken not to over temp/torque engines during recovery.
- Aircraft systems shall not be used outside of limitations and AFM respected at all times.
- Early recognition of the failure of the compass and attitude indicators shall not be carried out in an aeroplane; only in an FSTD.
- Early recognition of the failure of the localiser and glideslope indications shall not be carried out in an aeroplane.
- Simulated engine failure after take-off in an aeroplane shall be carried out at a safe height.
  - In aeroplanes fitted with standby attitude/compass reference systems they shall be used. Where the aircraft is fitted with Radio Magnetic Indicators (RMIs) these shall be simulated failed.
  - The Flight Manual limits for 'g' loads and  $V_A$  shall be observed.
  - It is the correct recovery technique that is being assessed so extreme manoeuvres are not necessary.
  - The examiner shall intervene early if the recovery technique is wrong or the recovery is slow.
  - Exercise will be conducted in Visual Meteorological Conditions (VMC) throughout.
- Engine shutdowns shall be carried out at a safe height above the ground. See Aeronautical Information Circulars (AICs) for general guidance on these matters.
  - The test/check report shall exactly reflect the debriefing.

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**APPENDIX 6 – AIRMANSHIP, HUMAN FACTORS, THREAT & ERROR**

**A.6.1 Airmanship**

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

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

The foundations of airmanship

**KNOWLEDGE**

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

**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
- Cognitive skills
  - Understanding and maintaining situational awareness
  - Problem solving / decision-making skills
  - Understanding and managing workload
  - Self-assessment
- Team skills
  - Performance monitoring
  - Leadership/initiative
  - Interpersonal skills
  - Co-ordination & decision-making
  - Team communication

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**ATTITUDE**

Positive attitudes foster trust among flight crew. This trust can increase personal confidence and the ability to accomplish a task efficiently and safely. Even though trust can aid in team building, team members shall never accept a decision, action or proposed action without checking to see if it is correct for the situation. A good rule is to trust but verify. Pilots must be able to recognize and correct their negative attitude. Understanding the five main negative and hazardous attitudes, the antidotes and the impact on airmanship is essential. The below negative attitudes have been shown to increase accident likelihood.

Hazardous attitude	Antidote
Anti-authority: "Regulations are for someone else."	"Follow the rules. They are that way for a reason."
Impulsivity: "I must act now, there's no time"	"Not so fast. Think first"
Invulnerability: "It won't happen to me"	"It could happen to me"
Macho: "I'll show you. I can do it"	"Taking chances is foolish"
Resignation: "What's the use?"	"Never give up. There is always something I can do"

**A.6.2 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-OROas stated below:

MCC Concept (Part FCL)	CRM Concept (Part-ORO)
'Multi-crew cooperation (MCC) means the functioning of the flight crew as a team of co-operating members lead by the pilot-in-command The objectives of MCC training are to develop the technical and non-technical components of the knowledge, skills and attitudes (competencies) required to operate a multi-crew aircraft'	'Crew Resource Management (CRM) is the effective utilisation of all available resources (e.g. crewmembers, aeroplane systems, supporting facilities and persons) to achieve a safe and efficient operation. The objective of CRM is to enhance the communication, human factors and management skills of the crew member concerned. The emphasis is placed on the non-technical aspects of the crew performance'
MCC Competency requirements (AMC.FCL.735)	CRM Competency requirements (AMC.ORO.115, 215)
Communication Leadership and teamwork Situation awareness Workload Management Problem solving and Decision making Monitoring and crosschecking Task Sharing Briefing Flight Management	Communication Application of Threat and Error management and CRM principles Leadership and teamwork Situation awareness Workload Management Problem solving and decision making Use of Automation Task Sharing Stress, Stress management
MCC Knowledge requirements (AMC.FCL.735)	CRM Knowledge requirements (AMC.ORO.115, 215)
Human Factors Threat and Error management Crew Resource Management Application of Threat and Error Management and CRM principles SOP's Aircraft systems Undesired aircraft states PF and PM roles Emergency and Abnormal procedures	Error detection, error prevention Application of Threat and Error management and CRM principles Information acquisition, processing and Situation Awareness SOPs Human performance and limitations Automation Philosophy Operators Safety Culture



### **A.6.3 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/class 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

### **A.6.4 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 TMCAD will therefore continue to monitor how technical and non-technical competence is assessed during simulator training/testing.

#### **A.6.4.1 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 6 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.

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**A.6.4.2 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)**

	<b>Instruction Technique</b>	<b>Facilitation technique</b>
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

**A.6.5 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**

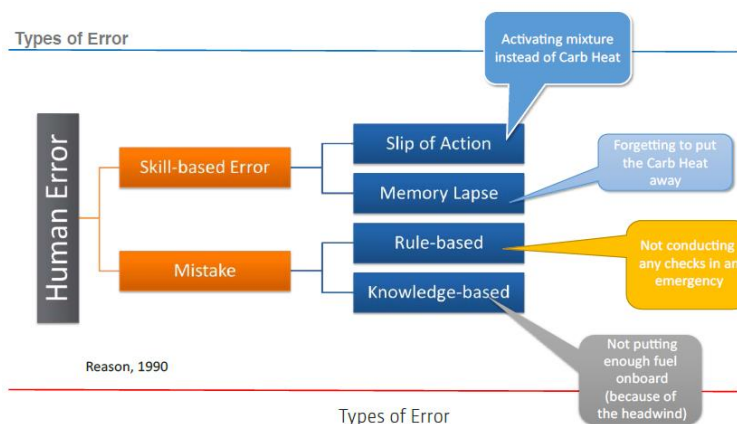
Threats are defined as "events that occur beyond the influence of the flight crew, they increase operational complexity, and must be managed to maintain the safety margin". During typical flight operations, flight crew may encounter 3 categories of threats.

- **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.



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**UNDESIRE AIRCARFT STATE (UAS)**

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

**TEM TOOLS**

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

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

**EVALUATION BIASES TO AVOID**

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

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

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**APPENDIX 7 – TMCAD PART-FCL LICENCE EXPLAINED**

Civil Aviation Directorate  
Direttorat tal-Avjazzjoni Ċivili

EUROPEAN UNION

FLIGHT CREW LICENCE  
LICENZJA TAL-EKWIPAGĠ TAT-TITJIR

Issued in accordance with Part-FCL  
This licence complies with ICAO standards, except for the LAPL and BIR privileges

Mahruga skont il-Parti-FCL  
Din il-licenzja hija skont l-Istandards ta-ICAO, hliet għall-privileggi ta-LAPL u l-BIR

EASA Form 141 Issue 2

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

I	State of Issue	MALTA
III	Licence number	MLT FCL 123456M
IV	Last and first name of holder	
IVa	Date of birth	
XIV	Place of birth	
Address of holder:		
Nationality		
Signature of holder		
VIII	Issuing competent authority Transport Malta – Civil Aviation Directorate	
X	Signature of issuing officer and date	
XI	Seal or stamp of issuing competent authority	

State of Licence Issue

Your unique licence number

If the holder's permanent address changes he must notify the PEL unit

The licence holder must sign here for the licence to be valid

II	Title of licence, date of initial issue and country code		
	ATPL (A)	17.05.2010	MLT
	CPL (A)	17.05.2010	MLT
	PPL (A)	17.05.2010	MLT
IX	Validity: The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege. A document containing a photo shall be carried for the purpose of identification of the licence holder.		
XII	Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board aircraft in English.		
XIII	Remarks: This licence is automatically validated as per the ICAO attachment to this licence. Language proficiency: English / Level 6 / Valid for life No further entries		

Title of licence specifies which type of licence the holder has (PPL, CPL or ATPL)

ICAO Automatic validation

Language Proficiency Level

XII Ratings, certificates and privileges	
Ratings to be revalidated	
Class/Type/IR	Remarks and Restrictions
SEP(land)	
IR(A)	
Night	
A320/IR	No further entries
Instructors	
MCCI(A)	FNPTII MCC
TRI(MPA)	Restricted. A320 FFS only
Examiners	
See Certificate No.: MLT / TRE(MPA) / 123456M	
No further entries.	

Aircraft ratings included in the licence with remarks or restrictions

Instructor certificates are listed here with remarks and restrictions

Reference to the examiner certificate is listed here

Rating certificate endorsement	Date of Rating test	Date of IR test	Valid until	Examiners certificate no.	Examiners signature
A320/IR	09.05.2018	09.05.2018	30.05.2019	TM-CAD	
MCCI(A)	19.05.2018	*****	28.05.2024	TM-CAD	
TRI(MPA) A320	14.05.2017	*****	30.05.2020	TM-CAD	

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

Date of IR test date

Abbreviations used in this licence	
A	Aeroplane
A/C	Aircraft
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
ICAO	International Civil Aviation Organisation
IR	Instrument Rating
LAPL	Light Aircraft Pilot Licence
ME	Multi-Engine
MEP	Multi-Engine Piston
MPA	Multi-Pilot Aircraft
R/T	Radiotelephony
SE	Single-Engine
SEP	Single-Engine Piston
TRI	Type Rating Instructor
TRI/r	Type Rating Instructor Restricted FFS

A list of abbreviations pertinent to your licence are listed on the last part of the licence

**CIVIL AVIATION DIRECTORATE**Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000. [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt)**A.7.1 Guidance on Completion of the TMCAD Part-FCL Licence****A.7.1.1 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.*

**A.7.1.2 Aircraft Ratings and 'Endorsements'**

Class, type ratings and endorsements, will be entered in the left-hand column of Part XII in the licence:

- All aeroplane rating entries will follow the aeroplane Class and Type Ratings and Licence Endorsement List on EASA's website.
- A revalidation will include the class or type rating entry as it appears in Part XII.
- In the case of aircraft types certificated for operation by a single pilot, the below shall be endorsed next to the rating: Single pilot role: 'SP', Multi pilot role only: 'MP' or Single and multi-pilot: 'SP/MP'.

*Note1: Initial addition of a role as above, entry shall be done by TMCAD and listed in right hand column of Part XII.*

*Note2: Aeroplanes that are certificated for operation by a minimum of 2 pilots in all circumstances will have no remark added to the right-hand column of Part XII;*

**Endorsements by the Authority**

Remarks identifying limitations and extensions related to aircraft ratings will, as appropriate, be entered against those ratings and 'endorsements' in the right-hand column of Part XII. Certain limitations may be:

- SOE: A limitation for Supervised Operating Experience means that line flying under supervision may be required when so determined in OSD established in accordance with Part 21 (see FCL. 720.A(g)).
- COP: A co-pilot limitation may be required by a provisions of Part-FCL or if a pilot has qualified only as COP on a type (see FCL. 405.A(a); FCL.505.A; FCL.720.H(b) and Appendix 9, Section A, para 10).
- CRCP: Cruise relief co-pilot means a pilot who relieves the co-pilot of his/her duties at the controls during the cruise phase of a flight in multi-pilot operations above FL 200.
- VFR only: A VFR only limitation will only be applicable to a multi pilot aeroplane rating or a single pilot high performance complex aeroplane rating when the pilot does not pass or does not attempt the required instrument flying section of the skill test (see Part-FCL, Appendix 9, Section B, paragraph 6, sub paragraph (c)).

**A.7.1.3 Instrument Ratings**

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



**APPENDIX 8 – OPERATOR PROFICIENCY AND TRAINING PROGRAMMES**

A.8.1 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.

A.8.2 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.

A.8.3 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.

A.8.4 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.

A.8.5 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.

A.8.6 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

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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.

A.8.7 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.

**A.8.8 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.

**A.8.9 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.



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**A.8.10 Training Design Guidance, ATQP and mixed implementation approach to Evidence Based Training (EBT)** Operators may have their own approved training programmes in compliance with ATQP or EBT. For operators holding such approvals, provided the items as detailed in appendix 9 and the detailed testing standard of this document are completed, and these are conducted as a crew or independently and fulfilling test conditions, then the Appendix 9 skills test or proficiency check may be completed within any scenario or training design methodology accepted by the TMCAD.

The EBT programme, as defined in ICAO Doc 9995, contains modules with three phases: the evaluation phase, the manoeuvres validation phase, and the scenario-based training phase. In order to comply with the existing regulatory framework, LPC and OPC requirements may be fulfilled by embedding Appendix 9 items within these phases. A form of mixed implementation is therefore described as follows. This may be useful for operators in the development of principles in this development phase:

Regardless of any operator recurrent programme, mixed implementation or EBT, competency to safely operate an aircraft shall always be evaluated and the founding principles of testing included in this document and appendix 9 shall be followed. For example, if a pilot requires significant amounts of retraining and re-evaluation to achieve competency than would be required during any proficiency test, it may not be practical to address deficiencies within a single detail, therefore a broader retraining plan and reassessment may be required for that pilot.

**EVALUATION PHASE**

The purpose of the evaluation phase may be to:

- observe and assess flight crew competency (Appendix 9 test elements may be incorporated alongside company requirements, for example PBN, some 3.4 and 3.6 items)
- collect data to further develop and validate the effectiveness of the training system; and c. identify individual training needs.

The evaluation phase shall consist of a line-oriented flight scenario during which there are one or more occurrences for the purpose of evaluating one or more key elements of the required competencies. The root cause rather than the symptoms in any deficiency shall be identified. Details are specified in Appendices 2 to 7.

During the evaluation phase of the session the instructor will not normally give any instruction to the pilots or interrupt. Instead he or she will focus on observation, run the scenario and play the role of external parties (ATC, cabin crew, etc.) where necessary. All deficiencies in flight crew competence shall be noted in order that they may be addressed during the subsequent phases of the session.

In the event the instructor is obliged to intervene, the effect of this intervention on the flight crew's performance shall be considered.

If appendix 9 testing items are included, then the rules surrounding the use of repeats and retests remain.

#### **MANOEUVRES VALIDATION PHASE**

The purpose of the manoeuvres training phase is to practise and develop the handling skills necessary to fly critical flight manoeuvres, in order that they are maintained to a defined level of proficiency, according to predetermined performance criteria as established by the operator or training organization.

During the manoeuvres training phase, the focus is on the handling skills required to perform critical flight manoeuvres and associated procedures. This is not part of the line-oriented flight scenario training, and can be accomplished with greater efficiency, focusing as appropriate on the critical elements of manoeuvres to enhance skill levels.

Appendix 9 testing items may be included in this phase. Whilst the test items are ran in real time, a full scenario is not necessary, therefore the use a reposition after a manoeuvre is completed may be used.

#### **SCENARIO BASED TRAINING PHASE**

The purpose of the scenario-based training phase is to develop, retain and practice the competencies for effective management of threats and errors to enhance the crew's ability to cope with both predictable and unforeseen situations. It may also be used to complete cycle training items, additional handling practice, First Officer Development and training items to fulfil and operational approval or requirement (e.g. Cat C airfield, RNP, etc)

The focus of the scenario-based training phase is to develop the flight crew's capability to manage relevant threats and errors and develop technical and non-technical competence.

The instructor may intervene or interrupt where necessary to enable the development of the crew's competence or enhance the learning experience, indeed active instruction may take place here.

**A.8.11 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.

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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.

**A.8.12 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.

**A.8.13 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.

**A.8.14 UPRT: See Appendix 2**

## **APPENDIX 9 – AUTHORISATION OF EXAMINERS (ANA) AND DISCIPLINARY ACTION**

### Introduction

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.