

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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

0.1 Scope

This Notice is applicable for all Malta authorised Flight Radio Telephony Operator Licence (FRTOL) Examiners. The purpose of this notice is to provide information to Flight Radiotelephony Operator Licence Examiners. Whilst every effort is made to ensure that all information is correct at the time of publication, TM-CAD reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice. Furthermore, the document is intended to provide all examiners with a convenient and current reference on how to perform their examining duties. It is essential that examiners use current and standardised practices.

1. Requirements

1.1 Radiotelephony Examiners

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

1.2 The Role of the Examiner

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

1.3 Written Examinations and Practical Test

Written Communications provided by the Directorate shall be invigilated by TM-CAD. The examinations shall be conducted in a room isolated from extraneous noise or other distractions with adequate separation between candidates. **Viva-voce communication is strictly forbidden during the test.** Mobile phones, portable computers, and notes are not permitted in the examination room. The written examination paper(s) are to be completed before commencing the practical test. When the candidate has failed the written examination, it is not appropriate to conduct the practical test without further revision or practice.

2. RTF Test Equipment

The FRTOL testing is conducted three ways:

- 1. In simulators,**
- 2. By means of ‘off the shelf’ RT testing equipment, and**
- 3. Via Teams Meetings.**

The new Test papers will cover the latest safety recommendations and developments in RT phraseology. Examiners are guided as follows:

PEL Notice 83 Examiners for the Flight Radio Telephony Operators Licence (FRTOL) – Requirements and Guidance	Version 6.0 01/06/2024	Page 1 of 16
--	---------------------------	--------------

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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Switching-functions

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

Record keeping

FRTOL examiners are to use pc integral recorders or hand held recorders. Examiners are reminded that the recordings must start before the Candidate’s Brief and terminate after the final result and post-test brief is delivered. Recordings must capture the examiner’s and candidate’s voice throughout the briefings and radio transmissions. The recorded transmissions provided by TM-CAD must also be recorded.

- 2.1 **Test** equipment must be approved for use by TM-CAD and may comprise of a permanently wired fixed installation in suitable accommodation, or be portable testing equipment, provided it is self-contained and meets the overall requirements. The test equipment must use headsets incorporating microphone and headphones for communication between examiner and candidate. Testing is normally conducted in Malta. In exceptional circumstances, TM-CAD may approve the conduct of RTF tests at overseas locations; in which case, overseas test centers will be expected to meet the additional costs (See Para 5) associated with the initial approval inspection and of any subsequent routine inspections. Where the equipment is portable, examiners must only carry out RT tests at locations approved by TM-CAD. In certain circumstances, Flight Simulation Training Devices (FSTDs) may be approved for the conduct of RTF tests, provided that the FSTD is not "in flight or motion" whilst the test is being conducted. The candidate will only be required to operate the FSTD radio equipment and respond to one nominated "Emergency Warning System". Viva voce communication and open microphones are not acceptable. A method of communication through the headsets only must be adopted.
- 2.2 The RTF testing equipment shall be installed in such a manner that the examiner and candidate are unable to hear one another speak, except through the communication channel(s) provided. No other person shall be able to overhear their conversation or see the briefing documents used during the test.
- 2.3 Specifications for the **RTF Testing Equipment** are found at **Appendix B**.
- 2.4 The examination room shall be fitted with a door that has a means of restricting access during examinations. The door must be closed and a **NO ENTRY - EXAMINATION IN PROGRESS – SILENCE** sign shall be placed on the door when an examination is taking place. A clear desk shall be provided for the candidate; telephones must be removed or disconnected, and all windows that may give rise to a distraction covered with a screen. The candidate shall be provided with two blank sheets of A4 size paper to scribble notes.
- 2.5 Only the standard RTF Test Routes issued by TM-CAD shall be used for the FRTOL Practical Tests. The current version of the Routes are dated 1 June 2024. All examination material is to be treated as 'Examination in Confidence'. TM-CAD does not provide test Routes for FRTOL Examiner candidates to practice conducting a test. The previous test papers may be used for such training purposes. These papers should also be treated as 'Examination in Confidence' and should not be handed over to students. Practice tests with the new papers should be conducted with suitably qualified persons acting as the student (e.g. ATCO, simulator instructor). Persons who do not hold either an FRTOL or an ATCO licence shall not be used as the student for practice tests. TM-CAD RTF Test Routes shall not be used for training or practice tests with licence applicants. It is recommended that other 'real' routes be used for such practice, as this will enable the candidate to access current planning documentation.

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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3. Examiner Qualifications

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

4. Grant of Authorisation

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

5. Scheme of Charges

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

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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6. Application and Preparation

6.1 The application letter together with the fee payable as per ANO should be sent to:

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

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

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

7. Number of Examiners

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

8. Enquiries

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

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

9.1 Pre-Test Briefing

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

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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9.1.2 Ensure that the candidate has available the TM-CAD "Candidate's Brief", a chart of the route to be flown and the airport diagrams for that particular route. The candidate should be encouraged to write down the frequencies for each route sector on one of the sheets provided. The candidate should not be shown the Examiners Brief. The RANT XL trainer no longer displays the same route maps on screen. Therefore the candidate should be briefed using the paper map rather than the onscreen map. Details of **The Oddsoft Rant Comms Trainer** are found at **Appendix C**.

9.1.3 **Important Note to Examiners:** All 3 Test Routes are to be used and neither one should be used twice in sequence. Using a single route repetitively is not acceptable and will lead to the revocation of an examiner's authorization.

9.1.4 It is suggested that your briefing might conveniently fall into the following sections:-

- a. Ensure that the candidate understands that he/she will be tested on the use of Standard Phraseology and Procedures.
- b. Read out the text provided on Page 1 of the Examiner's Brief.
- c. Ask three warm-up questions. These are compulsory. Follow up with another seven from the other none questions provided. **The test should be discontinued at this stage if the candidate fails to provide the correct answers to at least 7 of the 10 questions.**
- d. Point out the frequencies available for use and the method of selecting them if your test equipment allows it. **Otherwise, you are to ask them which frequency they are one during the RT test.**
- e. Allow the candidate to read the brief for 5 minutes, then run through eachpoint of the "Candidate's Brief" relating it to the Route Chart and emphasising such points as the necessity to use standard phraseology for clearance to fly through a **Danger or Restricted area**, controlled airspace, and when passing position reports etc. Indicate the approximate position of the aircraft when the first emergency arises. Try to avoid reading the Candidates Brief verbatim.
- f. **Explain that at some time during the "flight" he/she may be made aware of an emergency necessitating ditching or forced landing which will remain until he/she is made aware that the emergency no longer exists. Brief the candidate fully on the use of the any Emergency indications to be used during the test.**
- g. Explain that "other aircraft" RTF messages will be heard and that if considered necessary he/she should record details of any particular message.

9.1.5 It is recommended that examiners ask the candidate a number of questions to ensure that they fully understand exactly what they are required to do. An interval of not more than 15 minutes should be allowed for the candidate to consider the route brief prior to the test. Pre-prepared notes and reference books are NOT permitted at any stage and may not be taken into the test room however, the candidate may make their own notes during the 15 minutes allowed to study the route. **These notes are to be collected by the examiner at the end of the test and clipped to the copy of the candidate's documents kept by the examiner.**

9.2 Conducting the Test

9.2.1 During the test you will act as the ATCO, FISO or A/G operator and will answer all messages, whatever they may be, in that capacity. A brief record should be made of all calls from the candidate and in particular notes made of errors and omissions of the candidate; the debriefing sheet **(Form TM/CAD/0023 Page 2 - RTF Practical Test Report Form)** must be used for this purpose. An audio recording should be made of the entire test. This may be used if necessary for debriefing various points, and may be used as evidence in the case of an appeal against the conduct of the test.

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

PEL Notice 83 Examiners for the Flight Radio Telephony OperatorsLicence (FRTOL) – Requirements and Guidance	Version 6.0 01/06/2024	Page 5 of 16
---	---------------------------	--------------

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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9.2.3 TM-CAD no longer provides the RANT XL Communications Trainer Manual and related Oddsoft Ltd software to Examiners on application or request.

9.3 **Assessment**

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

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

9.4 **De-Briefing**

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

9.4.2 If you decide to fail a candidate, point out the most serious faults and then any other weaknesses requiring further attention. Complete **Form TM/CAD/0023**. If you decide to pass a candidate, point out any minor faults which you have noticed. In real borderline cases, the examiner may find it helpful to look at the written examination paper before making a final decision on the practical test. It may happen that through nervousness a fault is made in a message in a particular test although the candidate has demonstrated in the written paper that they know the correct answer. The examiner may question a candidate orally, to determine if he/she is aware of the correct answer if necessary before conducting the debrief.

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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10. Records

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

11. Details Relating to the Issue of the FRTOL

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

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

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

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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

Appendix A Guidance Documents

- PEL Notice No.43 Flight Radiotelephony Practical Test
- RANT XL Communications Trainer Supplement
- TM/CAD/0023 Application for the Flight Radiotelephony Operator’s Licence
- TM/CAD/0019 Application for the Language Prof Check
- TM/CAD/0154 Application for Malta Part-FCL Private Pilot License (Aeroplane and TMG)
- TM/CAD/0246 Application for Malta Part-FCL Private Pilot License (Helicopters)
- TM/CAD/0438 Application for Radio Telephony Flight Examiners Authorisation and Reauthorisation.

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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

Appendix B Specification for RTF Testing Equipment

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

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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

Appendix C The Oddsoft Rant Communications Trainer

Oddsoft Ltd are no longer contracted to provide the RANT Comms Trainer software package to TM-CAD FRTOL Examiners and candidates sitting the RTF Examiner Tests.

C.1 Initial Briefing

The candidate should be briefed on the route to be flown using the briefing material issued by TM-CAD; this includes the laminated route map.

- a. Adjustment of Radio Frequency and use of the Transponder. The trainer includes mode C; the brief may preclude use of this facility.
- b. Use of the PTT functions using either the Mouse or Keyboard.
- c. Possible Emergency situations and the indications.
- d. Other aircraft messages.

C.2 Conduct of the Test

Whilst conducting the test, the Examiner should observe the following procedures:

- a. The Examiner should ensure that the aircraft is at the aerodrome of departure on the heading that will take it to the first turning point.
- b. Do not start the aircraft movement until the candidate takes off, or the aeroplane icon will be well ahead of the candidate.
- c. Allow the candidate to change heading at the turning points; accuracy is not important however, if the candidate forgets to turn, reposition the icon over the turning point. The new heading can be pre-set.
- d. Once started, **the exercise must not be stopped!** Whilst the aeroplane can be repositioned, only use this facility if absolutely necessary; it is likely to detract from the reality of the test. **Do not move the candidate on by repositioning the aircraft.** The candidate may elect to move at a faster pace between calls by selecting the 5 times speed (fast forward) icon.
- e. If the candidate gets a long way off track, turn the aircraft so that it will arrive at the turning point. Alternatively, you may give the candidate a radar vector where it is appropriate to the ATC Service being offered.
- f. On arrival at the destination, you may freeze the movement whilst the candidate makes the circuit calls.
- g. If the candidate diverts, reposition the aircraft over the airfield.
- h. Do not expect the candidate to manoeuvre the aircraft around the circuit as this overcomplicates the test and could detract from the purpose. The candidate should follow radar vectors.

C.3 Recording the Test

The facility exists within RANT to record the test to the hard drive, where this is done, a backup copy

PEL Notice 83 Examiners for the Flight Radio Telephony Operators Licence (FRTOL) – Requirements and Guidance	Version 6.0 01/06/2024	Page 10 of 16
--	---------------------------	---------------

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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

should be made and retained for a period of 3 months for tests that have been failed. Recordings are to be kept for a period of 5 years from date of test. It is not recommended that recordings form part of the test debrief unless it is necessary to resolve a specific issue.

C.4 Security

TM-CAD Test Route Maps are not to be used for practice or any other purpose other than testing candidates for the FRTOL and for preparation of FRTOL Examiner candidates. Students are encouraged to use the RANT Comms Trainer software prior to taking the RTF practical test; any normal en-route or topographical chart may be used for training purposes. The candidate may not use test messages programmed into the RANT software for practice purposes.

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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

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

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

The following pages provide guidance regarding:

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

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

D.1 Equipment requirements

1. Two Laptops:
 - One laptop for use by the examiner with access to Teams meetings.
 - One laptop for use by the candidate with access to Teams meetings.

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

The laptop must be clearly marked as follows:



Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

CIVIL AVIATION DIRECTORATE

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

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



The examiner’s laptop is to include (on TM-CAD inspection):

- File containing Route Charts provided by TM-CAD.
- File containing Sound recordings provided by TM-CAD.
- File containing the candidate’s records.

Candidate’s records to include:

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

Note: The Candidate’s Personal File must be stored for 5 years and made available to TM-CAD on request.

D.2 Procedure

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

D.3 Preparing for the FRTOL examination using Teams Meetings

1. Check TM-CADs Forms and other relevant documents including Passport or Identity Card of the candidate.
2. Set a **Teams Meeting** online request selecting the start time at the pre agreed examination time
3. Select start time as required.
4. Explain to the candidate (face to face) the FRTOL testing procedure. Inform candidate you will test run the procedure.

Notice on Examiners for the Flight Radio Telephony Operators Licence (FRTOL) Requirements and Guidance

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5. Test procedure: Test 'Press to Transmit' (PTT) button located on candidate's Microsoft headset (see photograph below).



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

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

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

D.4 Candidate brief

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

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D.5 The Test

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

D.6 Frequency selection and track keeping

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

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

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

To notify candidate of an urgent situation:

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

D.8 End of Test

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