CIVIL AVIATION DIRECTORATE
Civil Aviation Directorate, Transport Malta, Pantar Road, Ħal Lija LJA 9023 Malta. Tel:+356 2555 5665 Fax:+356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt

Policy and Guidance for Examiners:

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

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

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

Additional procedures and guidance for TM-CAD examiners, ATO's and operators are also incorporated.

TM-CAD 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.

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AMENDMENT SUMMARY

Paragraph	Change
4.1	**Revision 2** Amendment to endorsement list
4.1 5 8.4 9.1 Appendix 2 9.8.1	**Revision 3** 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	**Revision 4** Amendments to items as per regulation amendment 2018/1974
2.9 17.4 17.5 A5.3 A7.1 A2.33	**Revision 5** Amendments to items as per regulation amendment 2020/359
4.1 A.9.2.2 A.9.6	**Revision 6** General amendments on licence entries iaw GM1 FCL.910.TRI
4.1 A.2.29 Various	**Revision 7** General amendments on licence entries iaw GM1 FCL.910.TRI Amendment to PBN expiry date due to 71(2) exemption Various editorial changes throughout

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GLOSSARY AND DEFINITIONS

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)
ANO	Air Navigation Order
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

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FI	Flight Instructor
FMC	Flight Management Computer
FMS	Flight Management System
FOI	Flight Operations Inspector
FOM ATO&FCL	Flight Operations Manager (Training, ATO & FCL)
FPV	Flight Path Vector
GE	Ground Examiner
GND	Ground
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
IRI	Instrument Rating Instructor
KSA	Knowledge, Skills and Attitudes
LDG	Landing
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 renewal
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

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NDB	Non-Directional Beacon
NOTAM	Notice to Airmen
NPA	Non-Precision Approach
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
PVD	Para visual Display
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
SLMG	Self-Launching Motor Glider
SMS	Safety Management System
SOP	Standard Operating Procedure
SPHPCA	Single-Pilot High Performance Complex Aeroplanes
SRE	Surveillance Radar Element

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STD	Synthetic Training Device
TA	Traffic Advisory
TCAS	Traffic Alert and Collision Avoidance System
TI	Training Inspector
TEM	Threat and Error Management
TM-CAD	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
VSD	Vertical Situation Display
VSI	Vertical Speed Indicator
3D Operation	Three-Dimensional Operation
2D Operation	Two-Dimensional Operation

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1. INTRODUCTION

1.1 Commission Regulation (EU) No 1178/2011 (as amended)– the EASA Aircrew Regulation came into force on 8 April 2012 and is defined as Part-FCL. The requirements in the regulation shall be adhered to.

1.2 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. Additional guidance material is also included. In accordance with ARA.205, Examiners shall comply with the instructions, policy and Guidance contained herein.

1.3 TM-CAD issues flight crew licences and ratings in accordance with the requirements of the Aircrew Regulation and Part-ARA. TM-CAD shall ensure that the applicant has qualified by reason of competence to hold the appropriate licence or rating. TM-CAD will therefore certify suitably experienced and qualified pilots as examiners to conduct the necessary skill tests or proficiency checks.

1.4 An examiner shall hold a certificate detailing the privileges that he may exercise. In this role, the examiner shall be mindful that he is performing a function on behalf of Malta and European Law even when conducting skills tests (ST) or licence proficiency checks (LPC) within his own company.

1.5 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, 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.

1.6 Any advice concerning the conduct of skill tests and proficiency checks for a MPA or SP HP(A) may be obtained from TM-CAD Personnel Licensing Department on email – cadpel.tm@transport.gov.mt.

1.7 It is mandatory for pilots to inform Licensing Applications (cadpel.tm@transport.gov.mt) of changes to their contact details.

1.8 Skill tests/proficiency checks 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. (For assessment of operator proficiency checks see Appendix 13.)

1.9 References to the masculine gender used in this document equally apply to the feminine where appropriate and vice versa.

2. DEFINITIONS

2.1 A Skill Test is a demonstration of skill for licence or rating issue (e.g. LST).

2.2 A Proficiency Check is a demonstration of skill to revalidate or renew ratings (e.g. LPC).

2.3 A Revalidation is the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

2.4 A Renewal is the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of a rating or certificate for a further period consequent upon the fulfilment of specified requirements.

2.5 In this document the Examiner Assessment of Competence (EAoC) is for an initial issue, or revalidation or renewal of an examiner certificate.

2.6 Commercial Air Transport - an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration in accordance with AIR OPS.

2.7 Public Transport - an aircraft in flight shall for the purposes of this Order be deemed to fly for the purpose of public transport:

(i) if payment or reward is given or promised for the carriage of passengers or cargo on that flight; or

(ii) if any passengers or cargo are carried gratuitously in the aircraft on that flight by an air transport undertaking, not being persons in the employment of the undertaking (including in the case of a body corporate its directors), or persons authorised by the Director General to make an inspection or witness any training practice or test for any of the purposes of this Order, or cargo intended to be used by any such passengers as aforesaid. or by the undertaking; or

(iii) for the purposes of Part IV of this Order, if payment or reward is given or promised for the right to fly the aircraft on that flight otherwise than under a hire purchase agreement or similar agreement; and the expression "public transport of passengers" shall be construed accordingly: Provided that, notwithstanding that an aircraft may be flying for the purpose of public transport by reason of subparagraph (a)(iii), it shall not be deemed to be flying for the purpose of the public transport of passengers unless payment or reward is given for the carriage of those passengers: Provided further that an aircraft in flight shall not be deemed to fly for the purpose of public transport if the direct costs of the flight are shared proportionately between the persons on board the aircraft and no more than four persons (including the pilot) are carried on such flight, no person acting as a pilot on such a flight shall be employed as a pilot by or be a party to a contract for the provision of services as a pilot with the operator of the aircraft being flown on the flight, and no information concerning the flight shall have been published or advertised prior to the commencement of the flight. For this purpose "direct costs" means, in respect of a flight, the costs actually and necessarily incurred in connection with that flight without a view to profit but excluding any remuneration payable to the pilot for his services as such (b) Where under a transaction effected by or on behalf of a member of an association of persons on the one hand and the association of persons or any member thereof on the other hand, a person is carried in, or is given the right to fly, an aircraft in such circumstances that payment or reward would be given or promised if the transaction were effected otherwise than aforesaid, payment or reward shall, for the purposes of this Order, be deemed to have been given or promised, notwithstanding any rule of law as to such transactions

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2.8 Aerial Work

2.8.1 Means any purpose other than commercial air transport or public transport, for which an aircraft is flown if valuable consideration is given or promised for the flight or the purpose of the flight.

2.8.2 If the only such valuable consideration consists of remuneration for the services of the pilot the flight is deemed to be a private flight.

2.8.3 Aerial work consists of instruction or testing in a club environment if it consists of the giving of instruction in flying or the conducting of flying tests for the purposes of the ANO in an aircraft owned by, operated by or operated under arrangements entered into by a flying club of which the person giving the instruction or conducting the test and the person receiving the instruction or undergoing the test are both members.

2.9 Available and Accessible FSTDs

2.9.1 To determine the availability of an FSTD, the following additional criteria shall be considered.

The FSTD shall be:
(1) certified by a competent authority within the scope of the Basic Regulation;
(2) approved by the competent authority for use within the scope of the Basic Regulation;
(3) representative of the operator's or applicant's aircraft class or type, and serviceable; and
(4) representative of the configuration of the operator's or applicant's aircraft.

2.9.2 To determine the accessibility of an FSTD, the following additional criteria shall be considered.
The FSTD shall be:
(1) accessible to the instructor or examiner of the applicant;
(2) accessible for use within the scope of the candidate's/operator's training and checking activities;
(3) accessible to allow normal programming and prevent excessive scheduling disruptions within the operator's crew roster patterns.

2.9.3 'irrespective of any time considerations' means that the FSTD may be used at any time during day or night.

2.9.4 If an FSTD is not available or accessible, mitigating measures to ensure the required level of safety shall be agreed with the competent authority before testing or checking the applicant in an aircraft.

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3. EXAMINER CERTIFICATES

3.1 Examiners

3.1.1 Examiners shall hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privileges to instruct for them.

3.1.2 Shall be qualified to act as pilot-in-command on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.

3.2 Special conditions

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

3.3 Examination outside the territory of the Member States

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

a) 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;
b) complies with the requirements established in Subpart K for the issue of the relevant examiner certificate; and
c) demonstrates to TM-CAD an adequate level of knowledge of European aviation safety rules to be able to exercise examiner privileges.

3.3.2 The certificate referred to in paragraph 3.3.1 shall be limited to providing skill tests and proficiency tests/checks:

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

3.4 Malta Policy for compliance with FCL.1015 – Examiners' Standardisation

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.

3.4.1 Introduction

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 TM-CAD 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.

3.4.2 Application

a) For Malta authorised examiners - FCL.1015 paragraph (b)(3) requires all TM-CAD 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.
b) All non-Malta Examiners conducting skill tests, proficiency checks or assessments of competence on Malta licence holders are required to be fully conversant with TM-CAD procedures.
c) Also for non-Malta authorised examiners – FCL.1015(c)(1) requires the examiner to inform the competent authority of the applicant of their intention to conduct the skill test, proficiency check

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or assessment of competence and of the scope of their privileges as examiners – see item e) below;

d) The competent authority is required to develop procedures to designate examiners for the conduct of skill tests (ARA.FCL.205(c)).
e) All non-TM-CAD 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).
f) 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.
g) All personal data will be handled in accordance with EU Data Protection Act 2016/679.
h) All authorised examiners shall make themselves familiar with TM-CAD briefing material.

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4. EXAMINER CERTIFICATES, PRIVILEGES AND CONDITIONS

4.1 Examiner certificate and endorsements

The Licensing Certificate is issued separately to the pilot's licence and will identify which privileges the examiner may exercise

Privileges are indicated in brackets next to the specified aircraft types on the examiners licensing certificate and in the privileges and conditions column.

Example Licensing Certificate examiner entry

Certificate	Valid to Date	Aircraft
TRE(A)	**XX/XX/XXXX**	**A320 (TRI/r only)**

Endorsement Meanings

Licence Certificate Entry in (Brackets)	Privileges
A/C only	Aircraft privileges only
TRI/r only	Simulator privileges only
LIFUS only	LIFUS privileges only
TRI/r & LIFUS	Simulator and LIFUS privileges only
LT Only	Landing Training privileges only
TRI/r & LT (Excluding emergency/abnormal procedures)	Simulator and Landing Training privileges but no emergency/abnormal procedures are allowed on the aircraft and no LIFUS
TRI/r LIFUS & LT (Excluding emergency/abnormal procedures)	Unrestricted privileges but no emergency/abnormal procedures are allowed on the aircraft
TRI/r LIFUS & LT	Unrestricted privileges

Note: if "TRI" is added to the privileges then the instructor may teach on a TRI course.

Note: For an SFI, the privileges are FFS only and hence no remarks are listed in the licence

NB: licence endorsements shall be amended upon your next licence issue or if not by the latest 31/12/2021

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Privileges and conditions meanings

PRIVILEGES AND CONDITIONS		TRE (A)	SFE (A)
(a)(1)	Skill Tests for initial issue of type ratings	Yes	Yes
(a)(2)	Proficiency Checks for revalidation or renewal of type ratings	Yes	Yes
(a)(2)	Proficiency Checks for revalidation or renewal of IRs	Yes (must hold a valid IR(A))	Yes (Current LPC - Type/IR)
(a)(3)	Skill Tests for ATPL issue	Yes	Yes
(a)(4)	Skill Test for MPL issue (provided FCL.925 complied with)	Yes (application/approval for privileges required)	Yes (application/approval for privileges required)
(a)(5)	AoC for issue, revalidation and renewal of a TRI or SFI certificate	Yes (application/approval for privileges required)	Yes (application/approval for privileges required)

If the certificate is issued for aircraft privileges only then the examiner cannot conduct testing or checking in a simulator. Similarly, if the certificate is issued for simulator privileges only then the examiner cannot conduct testing and checking in an aircraft. If an examiner wishes to add either aircraft or simulator privileges to their certificate then he will be required to undertake further training at an ATO and pass an Examiner AoC on the aircraft or simulator as appropriate.

Note: The restriction **"Excluding emergency/abnormal procedures"** is where there is no requirement to conduct airborne emergencies on a test due to the existence of an adequate FSTD. This restriction does permit training flights providing no abnormal and emergency procedures are practised.

4.2 TRE AND SFE MULTIPLE AUTHORITIES 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;

4.2.1 Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE), including examiners with SP HP(A) privileges only:

a) Up to two aircraft only, in the multi-pilot aircraft or SP HPA types.

4.2.2 Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE) including SP HP(A) and Class Rating Examiner (CRE) covering non-complex single pilot type:

a) 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 wishing to have non-commercial or public transport authorities may do so conditionally on meeting normal Part-FCL requirements.

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5. LIMITATIONS OF PRIVILEGES IN CASE OF VESTED INTERESTS

5.1 Part-FCL.1005 states an examiner shall not conduct:

1. skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:

   (1) to whom they have provided more than 25% of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or
   (2) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

Examples of situation where the examiner shall consider if his objectivity is affected are when the applicant is a relative or a friend of the examiner, or when they are linked by economic interests/political affiliations, etc.

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6. PREREQUISITES FOR EXAMINER

6.1 Applicants for an examiner certificate shall demonstrate relevant knowledge, background and appropriate experience related to the privileges of an examiner; this may include the personality and character of the applicant and their cooperation with TM-CAD. TM-CAD may also consider whether the applicant has been convicted of any relevant criminal or other offenses, considering national law and principles of non-discrimination.

6.2 Applicants for an examiner certificate shall demonstrate that they have not been subject to any sanctions including suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the Aircrew Regulation, for non-compliance with the Basic Regulation and its Implementing Rules during the last three years.

6.3 A TRE shall hold a valid Class 1 Medical Certificate issued in accordance with Part-MED.

6.4 An SFE shall satisfy the prerequisites as detailed in Part FCL.1010.SFE.

6.5 In the event that TM-CAD 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 TM-CAD to revoke the TRE certificate.

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7. EXAMINER STANDARDISATION

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

7.2 For revalidation of an Examiners Certificate see **Section 9 and 11.**

7.3 For renewal of an Examiners Certificate see **Section 10 and 11.**

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8. EXAMINER VALIDITY

8.1 TRI and SFI 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 J.

8.2 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.

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

8.4 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 TM-CAD Inspector or a SE accepted for the purpose who would then confirm the examiner's competence to exercise privileges.

8.5 Examiner medical status

8.5.1 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;
- The examiner and ATO must state that they have adopted the risk and assessed the examiner as fit to conduct the detail without any detriment to safety, the effectiveness of the test to be conducted or the well-being of the instructor or examiner.

8.5.2 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 return to exercising 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.

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9. EXAMINER REVALIDATION

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

a) 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;

b) The examiner shall have attended an examiner refresher seminar provided by TM-CAD or by an approved ATO during the last year of validity;

c) 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 TM-CAD inspector or by a SE specifically authorised for this purpose. When arranging this Examiner AoC, the examiner shall ensure that there is sufficient seating for all occupants in the simulator or aircraft and that the TM-CAD inspector or by a SE is able to listen to all communications.

9.2 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.

9.3 The Examiner AoC shall be conducted in accordance with the format as described in **Appendix 1.**

9.4 In addition to the three-yearly Examiner AoC, TM-CAD 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.

9.5 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.

9.6 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.

9.8 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.

9.9 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.

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10. EXAMINER RENEWAL

10.1 If an examiner certificate has expired, the applicant will be required to attend an examiner refresher seminar 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 seminar 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.

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11. EXAMINER REFRESHER SEMINAR

11.1 Part-FCL 1025(a) – An examiner certificate shall be valid for 3 years.
Part-FCL 1025(b)(2) – Revalidation and renewal criteria for examiner certificates includes the requirement for the holder 'to attend an examiner refresher seminar provided by the competent authority or by an ATO and approved by the competent authority, during the last year of the validity period'.

11.2 Scope - The examiner refresher seminar 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 seminar and include subjects as promulgated periodically as required by TM-CAD. TM-CAD will closely monitor provision of this approved activity.

11.3 Requirements for examiner seminars are as follows:

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

Minimum required syllabus:

- A review of the full contents of the examiner standards course in accordance with AMC1.FCL.1015 (d 1&2) and AMC 1.FCL.1025
- A review of current and revised TM=CAD PEL notices, Forms, Documents, etc.
- TM-CAD 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 TM-CAD 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 TM-CAD PEL unit, for example sector risk information.

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12. APPLICATION AND ADMINISTRATION PROCEDURE

12.1 Application procedure

12.1.1 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. This shall normally be at least 4 weeks before the requested Examiner AoC.

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

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

12.1.4 Logbooks and Licences need not be submitted unless requested.

12.1.5 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.

12.1.6 Fees payable are laid down in the Air Navigation Order Scheme of Charges.

12.1.7 Contact Addresses:

For General Enquiries on Examiner matters:

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

E-mail: cadpel.tm@transport.gov.mt

12.2 Administration Procedure for the Applicant under test for an LST/LPC

12.2.1 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)

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)

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

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authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate. This report shall include:

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

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

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13. FORMS

13.1 TM/CAD/0161 – The Examiner Report Form

13.1.2 The completion of the form is self-explanatory. It contains the applicant details, the examiner certificate of completion for a skill test, proficiency check or revalidation of experience for multi-, ATPL skill test and instrument ratings. When giving the reason(s) for failure state which items were failed and give details of why those items were failed. This shall be inserted in the Examiner Remarks section.

13.1.3 The training requirement shall prescribe the minimum amount of simulator/aircraft time and whether the training is handling, non-handling or both. It shall state the aspect(s) to be trained.

13.1.4 The Examiner Report From is required to be retained by the examiner for 5 years. A copy of the form shall be given to the applicant and a copy of the form sent to the competent authorities responsible for both the applicant and the examiner.

13.1.5 Care shall be taken to ensure that the applicant reads, as well as signs, this form.

13.1.6 Any comment on, or disagreement with, an examiner's test/check evaluation/assessment made during a debrief will be recorded by the examiner on the test/check report, and will be signed by the examiner and countersigned by the applicant in the event of a failure.

13.1.7 Operators need to ensure that this requirement is catered for in their check recording systems.

13.1.8 The examiner report form requires that a minimum training recommendation be made. If the examiner cannot decide what this re-training is to be (for whatever reason) then the form shall still be issued and the wording similar to "**Retraining requirements to be decided by the ATO**" shall be entered against this requirement.

13.1.9 The examiner report form shall be used by all Malta certified examiners who conduct a test/check or assessment of competence for the issue, revalidation or renewal of a licence, rating or certificate to any pilot irrespective of the State of Issue of the licence holder. The examiner report form shall be used by any examiner authorised in accordance with the Aircrew Regulation who conducts a test/check or assessment of competence for the issue, revalidation or renewal of a licence, rating or certificate to a pilot with a Malta issued licence.

13.2 Form TM/CAD/0161 Issue/Re-Validation/Renewal

13.2.1 This is the application form for Additional Aeroplane Type Rating –Multi-pilot and Revalidation/ Renewal of EASA Type and/or Instrument Rating (Aeroplane).

13.3 Form LST/LPC MPA (TM/CAD/0161)

13.3.1 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'.

13.3.2 The form primarily covers the technical requirements of a test, however both technical and non-technical 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 1: 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. The completed TM/CAD/0161 might look like this:

Multi-pilot Aeroplanes and Single-pilot high-performance complex aeroplanes	**Checked in FFS A**	**Examiners initial when test completed**
2.5 Take-offs with simulated engine failure	FFS SP FFS MP	dd/mm/yy DR dd/mm/yy DR

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14. SKILL TESTS AND PROFICIENCY CHECK SCHEDULING

14.1 The applicant 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.

14.2 The mandatory items to be covered in the skill test/proficiency check are identified in Form TM/CAD/0161.

14.3 The examiner shall conduct each skill test or proficiency check in such a manner as to conform to the guidance given by the TM-CAD and ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required by the test/check.

14.4 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.

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15. LICENSING SKILL TEST AND LICENSING PROFICIENCY CHECK

15.1 Licensing Skill Test

15.1.1 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.

15.1.2 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.

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

15.1.4 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.

15.2 Licensing Proficiency Check

15.2.1 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".

15.2.2 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.

15.2.3 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.

15.3 Skill Test/Proficiency Check Retraining

15.3.1 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).

15.4 Proficiency Check Validity

15.4.1 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.

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16. INSTRUMENT RATING PRIVILEGES

16.1 Cross-crediting of the Instrument Rating (IR) part of a type rating proficiency check will be in accordance with Appendix 8 to Part-FCL of the Aircrew Regulation.

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17. LANGUAGE PROFICIENCY

17.1 All aeroplane, airships, powered lift aircraft and helicopter pilots, flight navigators and air traffic controllers need to hold valid language proficiency endorsement for radio communication. TM-CAD can only endorse English language proficiency levels on licences issued by the TM-CAD.

ICAO has published a Standard that requires flight crew of aircraft using radiotelephony to be proficient in the language used for communication. For domestic flights, the language may be that of the State concerned, but for international flights the language shall be English.

17.2 Form TM/CAD/0019 is for the application form for a Language Proficiency Test.

17.3 Language skills will be rated on a scale of 1 to 6 (as defined by ICAO) and a pilot must achieve a minimum of level 4. If a pilot is graded at level 4 or 5 the pilot will need to be retested regularly, once a pilot achieves level 6, they will not need to be retested. The pilot will then have a language proficiency endorsement at section XIII - Remarks of their licence, and a validity date if anything other than level 6. In the Malta, a pilot will need to do the retest as follows:
- Level 4 – every 4 years from the date of assessment
- Level 5 – every 6 years from the date of assessment

17.4 In order to get the endorsement, a pilot will need to demonstrate to a language assessor that they are able to do the following:
1. Communicate effectively, voice-only and face-to-face
2. Communicate on common and work-related topics with accuracy and clarity
3. Use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work-related context
4. Be able to use language effectively in a difficult or emergency work-related situation or communication task, that you have not encountered before
5. Speak in an accent or dialect that can be understood

If a pilot holds and instrument rating (IR) you must be able to demonstrate your English language proficiency to a level that will allow you to:
1. understand all the relevant information for all phases of flight, including preparation
2. use radiotelephony in all phases of flight, including emergencies
3. communicate with crew members during all phases of flight, including preparation

17.5 EASA member states ELP assessments are accepted as part of mutual recognition as mandated in the regulation.

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APPENDIX 1 – EXAMINER ASSESSMENT OF COMPETENCE, LST/LPC/OPC

A.1.1 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.

A.1.2 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.

A.1.3 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 SBT phase of any mixed implementation EBT module.

A.1.4 Human factors shall always be assessed appropriately so that an examiners effectiveness in assessing non-technical skills and pilot competencies can be confirmed.

A.1.5 When an examiner adds or transfers to a different aircraft type, he may qualify on that type as an examiner without an AoC after completion of the respective TRI qualification.

A.1.6 When arranging a test, the examiner shall ensure that there is sufficient seating for all occupants in the simulator and that the TM-CAD Inspector or SE is able to listen to all communications.

A.1.7 The Format of the Examiner AoC

A.1.7.1 The TM-CAD Inspector or SE will brief the examiner under assessment, detailing the purpose and format of the assessment. He will then introduce himself to the crew and explain his presence.

A.1.7.2 Prior to the Simulator detail, the examiner under assessment will:

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

A.1.7.3 Conduct of the Simulator Detail

The examiner under assessment will:

a) 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.
b) Complete the initial entry in the technical log
c) Check the serviceability of the simulator, both visually and with regards to the technical log
d) Give a Health and Safety briefing for the simulator even if it is day two of the check
e) 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 TM-CAD Inspector or SE has the responsibility to assess the entire Health and Safety briefing no matter how familiar with the device he may be.

A.1.7.4 Post-simulator or Flight Procedures

a) 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.
b) The examiner under assessment will complete the simulator or aircraft technical log.
c) The examiner under assessment will be given time to review his contemporaneous notes and then give the TM-CAD Inspector or SE a summary of his assessment.
d) Then the TM-CAD Inspector or SE will give the examiner under assessment time to formulate his debriefing.
e) The examiner under assessment will debrief the crew.
f) When the examiner under assessment has completed his debriefing, the TM-CAD Inspector or SE may discuss and clarify any points arising from the detail.
g) The examiner under assessment will have an oral check of knowledge of rules and regulations pertaining to privileges i.e. Part-FCL Subparts F, J and K, TM-CAD additional guidance, policy and procedure
h) The TM-CAD Inspector or SE will check the correct completion of check forms, certificates of revalidation etc.
i) The TM-CAD Inspector or SE will debrief the examiner under assessment.

A.1.7.5 TM-CAD Inspector or SE Administration Procedures for an Examiner AoC

After an Examiner AoC has concluded, the TM-CAD Inspector or SE will complete a Form TM/CAD/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/0141and e-mail to 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 TM-CAD Inspector or SE.

A.1.8 Aim of the test/check

A.1.8.1 The aim of the test/check is to:

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

A.1.9 Conduct of the test/check/AoC - general

A.1.9.1 When conducting the test/check or AoC examiners shall;

a) ensure no language barriers exist;
b) ensure the applicant complies with all the qualifications, training, and experience requirements;
c) 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.

d) ensure the applicant is made aware of the consequences of providing incomplete, inaccurate, or false information related to their training and flight experience;
e) revalidate the IR(A) as part of a combined type and IR skill test or proficiency check.

A.1.9.2 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.

A.1.10 Conduct of the test/check – Appendix 9 - TM/CAD/0161

A.1.10.1 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.

A.1.10.2 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.

A.1.10.3 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.

A.1.10.4 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.

A.1.10.5 **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,

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the applicant shall be briefed accordingly. Retest item(s), attempt number two shall not be repeated.

A.1.10.6 If the skill test/proficiency check is terminated for reasons considered adequate by the examiner only those sections not completed shall be tested in a further flight. If there is a good reason that a check cannot be continued, the applicant may return to line operations providing that the applicant has not failed any item, and the rating has not expired. If any items were failed on the first flight, all items not completed on the first attempt shall be tested separately, before any re-test is undertaken.

A.1.10.7 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.

A.1.10.8 **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.

A.1.10.9 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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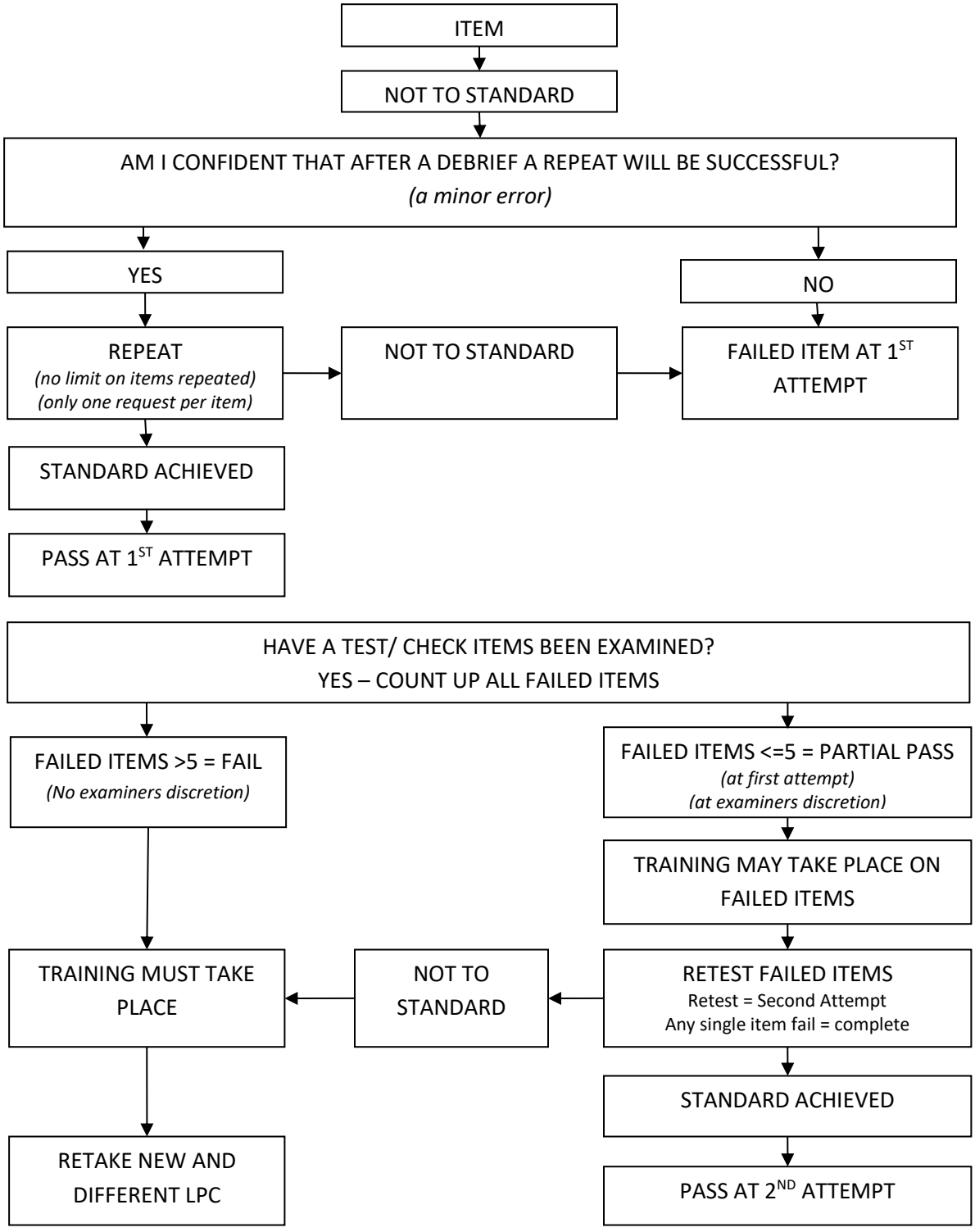
PASS / REPEAT / FAIL FLOW DIAGRAM



A.1.10.10 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.

A.1.10.11 If a pilot has presented himself for check and has not declared himself unfit prior to the test, it is reasonable to assume that he would have presented himself for a flight. It is not acceptable post-test for him to complain that he was unwell.

A.1.10.12 The skill test/proficiency check format for the test/check is intended to simulate a practical flight where possible, i.e. a commercial air transport flight. Planning and preparation shall be completed by the crew using routine planning material in accordance with normal operating procedures. In flight, the applicant shall use the normal charts and plates as per the company's operation. It is not acceptable to use "home-made" line drawings or photocopied material, which has been customised or highlighted.

A.1.10.13 Skill tests and proficiency checks shall not be conducted on a flight for the purpose of commercial air transport or public transport of passengers.

A.1.10.14 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.

A.1.10.15 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).

A.1.11 Examiner responsibilities

A.1.11.1 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 64.
- Being a role model for the crew under check
- Ensuring needs of the crew and general welfare of all personnel are met.

A.1.12 Conduct of the examiner

A.1.12.1 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.

A.1.12.2 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.

A.1.12.3 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.

A.1.12.4 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.

A.1.13 Training alongside testing

A.1.13.1 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.

It is acceptable, and often necessary and desirable, to train difficult and complex items (usually multiple events: e.g. total electrics failure, total hydraulics failure). The examiner may wish to freeze the simulator to point out and explain in “slow time” the indications of the failure. However, any routine aspects of the item such as the ability to read a straightforward checklist shall never be in doubt.

Straightforward exercises (e.g. TCAS RA, pilot incapacitation), which line pilots are routinely expected to manage successfully without training input, shall be subject to check in the accepted manner.

Remember that three items from each list is a minimum and therefore some thought shall be given to the inclusion of other less complex items if substantial training is to be given.

This training applies to the proficiency checks and not to the skill test. The skill test assumes that the applicant already has the required knowledge and ability. It is performed when all training has been completed, e.g. at the end of a conversion course, upgrading to an ATPL, or for Malta licence issue.

A.1.13.2 Reactive or Remedial Training

This is when instructional input is needed to improve an applicant’s performance. It is generally well recognised by examiners that the skill test/proficiency check is a “two attempt” test or check, with all items in attempt number one having to have been attempted by the applicant before any re-testing/re-checking can occur in attempt number two. By definition, retraining will have to be given before this re-testing/re-checking [Note: the intended meaning of the foregoing is that any retraining deemed necessary shall precede re-testing/re-checking, rather than that retraining is mandatory].This retraining can be given at any appropriate time prior to the re-test/re-check – it does not have to be performed immediately prior to any re-test/re-check. As an extreme example, an applicant may crash at the beginning of a test/check, say on an engine failure after take-off. It would be inappropriate and counterproductive to attempt to carry on without any training input however instead train the candidate to proficiency before continuing the test/check. The re-test/re-check would then be performed after the completion of attempt number one.

A.1.13.3 Training Input during LPC/OPC Brief

It is desirable for examiners to include some training input during the briefing. This shall **not** include handy hints or tips that would effectively brief out errors – e.g. “Watch that inbound course – it is offset by five degrees”, “with today’s wind you’ll need a heading of about three two six degrees”.

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Likewise, care shall be exercised when responding to a question from an applicant who is seeking an answer on how to carry out a particular approach to be flown during the test/check – an appropriate response would be to facilitate a generic understanding of the profile or procedure. It is also quite in order to choose a topic for revision – or to respond to such a request – and then to give a generic training brief. Such topics may, for example, include single engine profiles or non-precision approaches.

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

It is essential to 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. Many examiners cover this with a broad statement such as "Everything you do today and tomorrow planned or otherwise, will 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 or PT operator is unlikely to conduct a stand-alone proficiency check; invariably it will be combined with an OPC for reasons that are obvious to any examiner but might be less so to the applicant. It is therefore important when briefing to be specific in defining the purpose of a test/check; e.g. licensing check, operator check or combined licensing/operator check.

In summary:

a) Training may be integrated with testing/checking.
b) When training is combined with a test/check, the examiner shall delineate clearly when moving from test/check to training and vice versa. The frequency of this shall be reasonably contained so that the applicant is not confused.
c) The applicant shall know, in advance, what is being assessed.
d) Choose terminology carefully; e.g. LOFT, training, licensing skill test or licensing/operator proficiency check, combined proficiency checks.

Note: Useful guidance on operator training design methodologies and incorporation of ATQP and mixed implementation EBT is provided in appendix 8 of this document.

A.1.14 Briefing the applicant for a test

A.1.14.1 Briefing the Applicant

The applicant shall be given time and facilities to prepare for the flight.

The Examiner shall brief the crew on both the technical and non-technical requirements for the check. Clarification of which observable behaviours and company markers are to be used shall be established during the brief and how these observable behaviours will be utilised during the whole session will need to be confirmed.

It is considered best practice to meet with the crew before commencing the formal briefing. This can have benefits in setting candidates at ease and setting a general tone of conduct, but also the examiner can collect much information from candidates over general attitude and behaviours, any potential impediments to the test ahead and general experience levels.

The briefing shall cover the following:

a) Health and Safety, briefing facilities adequate and exercise fully prepared. Mobile phones shall be switched off or set to silent to avoid distraction.
b) The objective of the flight and test, for example:
    a) Demonstrate at least the minimum required standard in all the competencies;
    b) Enhance handling skills; and
    c) Enhance the trainee's ability to anticipate, recognise and manage most relevant threats and errors.
    d) Human factors and overall competence will be assessed throughout. Where a company has a competency framework with associated observable behaviours, these shall be introduced and discussed with the crew members.
    e) Freedom for the crew to ask questions.
    f) Operating procedures to be followed (e.g. AFM/operator's manual/SOPs expeditious as if on an aircraft, use of checklists).
    g) Importance of RT standards and compliance with valid ATC instructions.
    h) Weather assumptions (e.g. icing, cloud base, use of screens), Notices to Airmen (NOTAMs), chart check.
        i) Operating capacity and roles of the applicant, the PM and the examiner:
        (i) Single-/multi-crew environment
        (ii) PM/PF – Responsibility for the management of equipment and systems.
        (iii) PM/PF – Adherence to ATC instructions/liaison.
        (iv) PM/PF – Identification of radio navigation aids prior to their use.
        (v) PM/PF – Management of checklists – who calls for what.
        (vi) Examiner – ATC, operations, cabin crew and ground staff.
    j) Contents of exercises to be performed. This shall not be prescriptive, i.e. the order of events shall not be given (except when testing in an aircraft). If the detail is to be divided into distinct phases, as would be the case with mixed implementation EBT, these shall be defined with expectations in each clarified. For example:
        - Evaluation phase; (e.g. 'This will be run as a real-time scenario')
        - Manoeuvres validation phase; and (e.g. 'this will include Individual manoeuvres or test items, these may be conducted in real time, however, once an item is completed I may take control and reposition and I will re-brief your new situation prior to release')
        - Scenario-based training phase. (e.g. 'this will focus on further development of pilot competencies in a learning environment. We may additionally cover other items required for training purposes or those required for operational approval, FO development etc. I will brief you as we move between various items.
    k) Agreed speed (e.g. V-speeds, use of SOP/FMS speeds, use of airspeed bugs).

l) Handling and use of automatics (e.g. bank angle/flight director, autopilot, automatics, FMS/TCAS, auto throttle, HUD, EVS).
m) Agreed accuracy tolerances in FMS for PBN operations.
n) Use of radio aids, acceptable methods of idents (e.g. visual idents may be acceptable)
o) Simulator differences and serviceability. *
p) Administrative procedures (e.g. weather brief, submission of flight plan and any slot restrictions).
q) Unplanned emergencies and handing of control.
r) Applicant understanding of brief.

*Until all simulators have realistic door-locking devices, it is essential that examiners brief the crews to use the same procedure as on the aircraft. Intercom shall be used, and the crews shall go through the unlocking routine, even if it is only touch drills.

The examiner shall maintain the necessary level of communication with the applicant. The following points shall be borne in mind by the examiner, particularly in an aircraft:

a) Involvement of examiner in a multi-pilot operating environment.
b) The need to give the applicant precise instructions.
c) The examiner's responsibility for safe conduct of the flight.
d) Intervention by the examiner, when necessary.
e) Use of screens.
f) Liaison with ATC and the need for concise, easily understood instructions.
g) Prompting the applicant regarding required sequence of events (e.g. following a go-around).
h) Keeping brief, factual, and unobtrusive notes.

Note 1: Copies of all relevant TM-CAD publications and instructions, company operations manuals, flight manuals, weather charts and appropriate route and approach charts shall be available for use by the applicant before and during briefing.

Note 2: Some refresher training is encouraged prior to the LPC/OPC. This may be on a particular system, topic or profile. It could also be in response to an applicant's question concerning the check that is about to be undertaken. The training given shall be of a generic nature in order to facilitate his understanding.

Note 3: 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 TM-CAD was sought. If no permission was sought the applicant must apply to TM-CAD for the rating renewal.

A.1.14.2 Applicant's Licence absent

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.

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A.1.14.3 Applicant's Medical Certificate expired or absent

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/0161and 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 TM-CAD.

A.1.14.4 Stand-in pilot

a) 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.

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

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A.1.15 De-briefing the applicant for a test

A.1.15.1 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.

a) The examiner shall not start the debriefing by asking the applicant any questions unless they directly affect the result.
b) The examiner shall conduct the initial phase of the debriefing as follows:
    1) Result:
        (i) PASS. If the result is a 'Pass' then use facilitative techniques and the established behavioural markers.
        (ii) FAIL or PARTIAL. Continue as detailed below:
    2) Reasons for failure in descending order of severity (with short, sharp, factual statements not open to dispute – do not discuss any minor criticisms at this stage).
    3) Re-test requirements.
    4) Ramifications/restrictions and the effect on the pilots licensing privileges.
    5) Retraining requirements.

    Note: If the test/check has been failed, the examiner shall also remind the applicant of the right of appeal in accordance with ANO Article 92.

c) Where appropriate and once the outcome has been announced, facilitation skills shall then be used by the examiner. Flight crew members shall be encouraged to analyse their performance that led to any deficiencies and the examiner shall provide positive feedback to the crew to encourage the changes needed and to provide specific recommendations to improve individual flight crew member's performance and performance as a crew. Behavioural markers and Human Factors principles shall be incorporated throughout the debriefing.

    Note 1: 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.

A.1.15.2 Debriefing philosophies

a) During test/check, note everything that may be significant as it occurs.
b) Decide on assessment and re-test requirements (subject to any questions) and plan the debrief. The examiner shall identify key root causes and analyse these to prepare for the debriefing.
c) Do's and Don'ts for debriefing:

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Do:	Don't:
• Be factual and quantitative.	• Ask the applicant to assess himself.
• Be fair (give praise when deserved).	• Be vague.
• Be constructive (how to avoid or correct). • Be prepared to concede if you are incorrect. • Encourage self-analysis (but not self-assessment) • Identify 2-3 key roots cause items that above all else you need to ensure that candidates take away for self-improvement. Only focus on smaller items if necessary. • Consider Human Factors aspects and link those to debrief items	• Be emotive (avoid aggression, irritability, sarcasm). • Focus on minutiae and avoid the root causes • Be apologetic • Personalise • Exaggerate • Ramble • Debrief items you are unsure of • Impose your own SOP's • Undermine company or manufacturer SOP's

A question is often asked about how much time is reasonable in a debriefing. Every operator and examiner may employ slightly different philosophies. However, it should be borne in mind that most people need 2-3 key take away points from a detail and they need to recall these above all else. If too much time is spent on specific and intricate details then crew fatigue becomes an issue, and the value of the detail and de-briefing is likely to be lost.

A.1.16 Facilitation

Facilitation means that trainees are given the opportunity to discover what they are doing and the effect it has on others and on the task, so that they can make the decision to alter their behaviour or reinforce any positive behaviour.

a) Essentially, the debriefing is in two parts, with the result of the test always being stated by the examiner. This will not be facilitated.
b) In the case of a pass, the examiner could now move straight into facilitation in order to build upon any learning that arose during the detail especially covering the observable behaviours established prior to the check. This will assist the crew in consolidating learning points and developing strategies to resolve key issues
c) However, if the result of the test or check is a partial pass or a fail, then facilitation at this stage is inappropriate. The examiner shall continue the debriefing, giving the reasons for failure supported by factual statements and stating the re-test requirements, the effects on the applicant's privileges and the retraining requirements. Only then may the examiner adopt a facilitative style – which is a powerful tool and gateway to learning.
d) Competency in any role is based on a person having the required level of knowledge, adequate skills and the appropriate attitude. The role of a facilitator in any discipline is to help people develop their knowledge, skills and attitudes so that they are able to do their job well. In many professions, the formal training emphasis is often on developing knowledge and skills, with the examination of competence almost exclusively concerned with measuring knowledge and skills against a set of standards.

Facilitation techniques are more effective than the showing and telling technique because the participant's involvement and experiences are actually part of the learning process.

To be competent, a pilot requires capabilities across a range of knowledge, skills and attitudes (KSA). The role of the instructor is to help trainees develop their KSA using appropriate techniques including facilitation. The facilitation technique is not just for the poor performer or for the development of attitude but can be equally used to reinforce effective behaviour because it gives trainees an understanding of why they are good, which encourages their continued development.
Always analyse your briefing notes in advance and look for 2-3 key root cause issues that the

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candidate should leave with an understanding of. These in your mind will help you lead the candidate to realisation of these points. Only then deal with smaller issues, e.g. minor SOP issues etc, if there is time, and not if the key learning points are crucial so as not to dilute the memory.

a) avoid dealing with issues chronologically;
b) ask two open questions per issue;
Note: Examples of the most effective open questions begin with "Tell me ...", "Explain ...", "Describe ....", in addition to the well-recognised what? where? when? how? etc.
c) get the trainees to do the thinking and talking; and
d) summarise at the end (it can be useful to get the applicant to summarise);

Instruction and Facilitation techniques (ICAO Doc 9995)

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

A.1.17 Report writing, grading and competencies

a) Appendix 2 and the detailed testing standard 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.
b) 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.

A.1.18 Administration

Some of the following administration procedures may apply:

a) Pilot licence – sign if so authorised.
b) Applicable TM/CAD/0161 form complete and copy as required.
c) Skill Test - cannot exercise privileges until rating received from PEL Department
d) 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 TM-CAD to do so.

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e) Company Check Form.
f) Examiner's record and form TM/CAD/0161 form complete and copy as required.
g) Company notification (crewing etc).

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APPENDIX 2 – DETAILED TESTING STANDARD

A.2.0 General

a) The individual items herein are taken from the Skill Test but where applicable may be read across to the Proficiency Check.

b) 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.

c) In accordance with EASA 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:

1. management of crew cooperation;
2. maintaining a general survey of the aircraft operation by appropriate supervision; and
3. setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.
4. 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 for overall competency. 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.2.1 Item 1.1 Performance calculation

a) Correct calculation and entry of performance is an assessable competency and identified by TM-CAD as a current risk. If unsafe practice is demonstrated, a fail in this item shall be awarded

b) If a scenario-based assessment is to be conducted, this will usually be conducted during pre-flight preparation. However, if testing in an FFS, this may be completed in the briefing room prior to the detail. If this is routinely completed in the briefing room, consideration shall be given during a scenario to periodically presenting the crews with a runway change in the FFS to assess competency in recalculating performance in a live environment.

A.2.2 Item 1.3 – Cockpit inspection; and Item 1.4 – Use of checklist prior to starting engines starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies:

Note: Item 1.3 is not a mandatory testing requirement for a skill test or proficiency check under Opinion 5/2017. In an aircraft, this must be included. Examiners, ATO's and operators shall establish methods of periodically reviewing knowledge. For example, the use of OTD. If operators are running a scenario-based assessment consideration may be given to including an element of item 1.3. Some operators may additionally assess knowledge of safety equipment at this stage.

a) Checks and cockpit procedures shall be carried out in compliance with the authorised checklist for the aeroplane used in the test.

b) This item does not need to be the first flight of the day; however, some thought shall be

given to alternating first flights with transit checks to make sure that there is a comprehensive knowledge of the checklist.

c) There shall never be any doubt that an applicant shall be able to complete normal start procedures and/or deal with any malfunctions. It is the examiners discretion if more this item is tested more thoroughly than the basic guidance.

In a simulator, engine start malfunctions can easily be given . In an aircraft, malfunctions may not be achievable. In this case, examiner shall not forget to establish the applicant's knowledge by use of a touch drill and by questioning.

Note: Operators with an ATQP approval or operate mixed implementation EBT, when using an FSTD for the assessment, may demonstrate to the authority methods of compliance with items at 1.4 provided they do not cover abnormal operations. The use of Other Training Devices (OTD), data from LOSA and line checks and periodic testing during a rolling training cycle may be accepted.

A.2.3 Item 1.6 – Before Take-off Checks:

a) Completes any pre-departure checks. An examiner may wish to alternate first flight of the day and transit checks, so that the knowledge of the various systems checks that are carried out on a first flight are not overlooked.

b) In an FFS, crews under test must obtain a clearance as they would expect to in an aircraft.

A.2.4 Item 2.5 - Take-Offs with Simulated Engine Failures:

a) The engine failure may be combined with the departure (see Item 3.8.1). If an engine out emergency turn procedure is planned to count as a departure for the purpose of the test, consideration shall be given to the case where the candidate fails to follow the correct departure tracks and therefore could fail both the engine failure on take-off and the departure at the same time.

b) In an aircraft this shall **NOT** be carried out even if after V2 when safely away from the ground unless prior approval from PEL is obtained. Shut down checks shall be done by use of a touch drill. Simulation of engine failure close to the ground is a critical manoeuvre and examiners shall be aware of the associated risks and develop defences according to the potential threat to safety. Minimum safe heights and speeds for simulation will vary depending on aircraft type and prevailing conditions.

Examiners shall take note of any guidance provided by the aircraft manufacturers.

Operators shall give precise details in Part D of their Operations Manual regarding the minimum height and detailed information on how engine failures are to be simulated if approved.

c) For some types of aircraft, the engine failure profile may be different depending on obstacle clearance. In this case there shall be an alternation of the profiles flown by the applicant and care shall be taken to record which one has been carried out. If the check is consistently conducted out of an airfield that does not have an emergency turn, thought shall be given to manufacturing one for training purposes, to see that the correct procedures are followed.
Part-FCL states that this procedure shall be done by sole reference to instruments. However, all take-offs will have some visual reference available to the pilot. A pilot will make use of these visual cues to keep straight both on the runway and during the initial rotation, but as the pitch attitude increases his gaze will naturally transfer onto the instruments.

d) In a simulator, remember that you are acting as ATC and therefore you would not know that

the crew have suffered an engine failure unless they give out a PAN/MAYDAY. It is up to the crew to liaise with you. It is solely the crew's responsibility to reduce airspeed, ask to hold, or extend the final, should they wish more time to carry out the checklists etc.

e) Only if approved with prior permission from PEL - If a visor, hood or screen is used to simulate Instrument Meteorological Conditions (IMC) in an aircraft, it shall obscure 25 degrees either side of the straight-ahead position. These shall not be installed prior to taxiing as it obstructs the view.

f) A question often asked is "how much swing is acceptable on an engine failure?" There are no published tolerances. Each aircraft type has its own characteristics and this in turn will depend on the time of the engine failure and the type of failure given.

g) Engine failures in simulators close to V1 with a large V1/VR split shall not be used routinely because handling an engine failure that occurs on rotation is usually more demanding.

h) When both pilots of a two-crew aircraft are jointly under check, EFATO scenarios for each pilot shall not be 'carbon copies'. Some degree of difference shall be presented - different airport, different runway, different weights, different weather or, different departure. The level of difference is left to the operator, TM-CAD considers that a greater level of training benefit is gained by presenting different scenarios to each pilot so that they can demonstrate handling and decision-making skills that are unique to the scenario.

A.2.5 Item 2.6 - Rejected Take-Off:

a) The Rejected Take-Off (RTO) shall be taken to its full conclusion. e.g. would the aircraft taxi onto stand? Was brake cooling, evacuation or a further take-off considered? etc.

b) If you have divided duties on the RTO, and it is performed incorrectly, care shall be taken to correctly assess whether a fail in this item shall be attributed to just one or both pilots.

c) This shall not be performed in an aircraft, other than as a static touch drill.

d) In some aircraft and with some operators, the co-pilot does not conduct a Rejected Take-Off. In these cases, this is acceptable provided it is conducted in accordance with SOP, however operators shall consider periodic testing of this item it will be necessary to manufacture a reason for the co-pilot to stop, e.g. the incapacitation of the captain who then obstructs the controls.

e) In a simulator, an applicant shall not be told when the RTO will occur. Part-FCL states the need for the RTO to take place at a "reasonable speed". A practical approach to this issue is that "reasonable speed" does not always mean "high speed". It simply means a speed appropriate to the circumstances (nature of failure, contamination etc.). TM-CAD considers this to be any realistic time as a result of any plausible failure.

A.2.6 Items Selected from 3.4 and 3.6:

a) 3 of each of these items are mandatory for the skill test and proficiency check.

b) 3.4 and 3.6 items may generally be combined with other test items. However, it is generally expected that the three 3.4 and three 3.6 items shall be individually assessed. What is not acceptable is an excessive combination for convenience or expedience. For example, an OEI after take-off may affect hydraulics, electrics and air conditioning, it is not considered acceptable to sign all these items off during this mandatory item.

c) As a general rule, all 3.4 & 3.6 items that require the demonstration of a handling skill shall be flown as PF. All other items can be flown once as a crew.

Note: For further guidance see table at A2.33

A.2.7 Item 3.4.11 – Radio, navigation equipment, instruments and flight management system

a) Examiners shall ensure that applicants in aeroplanes equipped with HUD/EVS meet the

requirements of AIR OPS AMC1 SPA.LVO.120.

A.2.8 Items 3.4.10 and 3.6.9 – Enhanced Ground Proximity Warning System EGPWS/Airborne Collision Avoidance System (ACAS)

a) EGPWS/ACAS shall only be conducted in simulators where the equipment is the same version and presentation as the operator's aircraft. For example, if the ACAS presentation is on the Vertical Speed Indicator (VSI) as opposed to the Attitude Direction Indicator (ADI), or if the Ground Proximity Warning System (GPWS) is fitted rather than EGPWS then the training/checking shall be on another Synthetic Training Device (STD) with the correct presentation to avoid negative training.

A.2.9 Item 3.6.1 – Fire drills e.g. Engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation.

a) This item may be signed off without an evacuation being necessary. However, AOC holders shall complete a full evacuation every 3 years or as agreed with the FOI.

A.2.10 Item 3.6.3 - Engine Failures, Shutdown and Restart at a Safe Height

a) Recommended minimum limits have been promulgated for actual shutdown of power plants for training purposes. Examiners shall ensure that they are familiar with the most recent guidance in this PEL Notice.

b) The item shall not be signed off if the engine has only been failed for item 2.5 (Take offs with simulated engine failure). It shall be used to record engine related failures in other phases of flight. It may however be signed off without a re-start having been attempted (following an engine fire or severe malfunction for example). Some form of an airborne engine re-start shall be programmed every 3 years or as agreed with the FOI.

A.2.11 Item 3.1.2 – Steep turns with 45º bank, 180º to 360º left and right

a) The use of the flight path vector, if installed, removes much of the benefits of improved scan. This is especially the case if a HUD is available. Examiners shall vary the scenarios so that the exercise does not always have the FPV available. This is intended to be a visual exercise. However, whilst this is essential for skill retention, examiners shall promote the use of techniques to improve Situational Awareness. Therefore, use in normal operations and best practice shall always be clarified.

A.2.12 Item 3.8.1 – Adherence to Departure and Arrival Routes and ATC instructions

This may be combined with an abnormal or emergency procedure.

a) Full use of automatics and Lateral Navigation (LNAV) if fitted is permitted. Examiners are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may require some speed control or a change to ATC clearance that may require some reprogramming of the Flight Management System (FMS) might be appropriate.

b) Some interpretation of departure and arrival plates shall be included. If you are using an aircraft and based at an airport that does not have a published instrument departure or arrival procedure, a clearance shall be given by the examiner or gained from ATC, which includes some form of altitude/turn/track adherence. A departure that consists only of radar vectors shall not be used.

c) Correct altimeter setting procedures shall be followed.

d) Flight management is demonstrated with a flight log and fuel and system checks, including anti-ice procedures when necessary.

e) The applicant shall comply with arrival and joining procedures.

f) Some arrival procedures contain a hold. If it is failed it could be assessed in one of two ways:

(i) the arrival, as in item 3.8.1; or

(ii) holding, item 3.8.2.

The latter may be preferable, because it would be clear to another examiner what item(s) shall be retested.

A.2.12.1 Item 3.8.3 or 3.8.4 – RNAV /RNP Dep/Arrival procedures:

a) If a pilot is being assessed on a RNAV departure /arrival, each pilot shall be observed conducting an element of an RNAV departure and arrival. A full RNAV departure and arrival for each pilot under test is not required. An adequate sample ensuring each pilot can safely comply with RNAV procedures is required. For example, if the examiner has observed the crew's ability to programme an FMS and check the waypoints, monitor position accuracy, make an initial transition onto a departure and arrival including monitoring of a departure or arrival constraint and utilises correct communications in accordance with RNAV requirements, then the examiner may move on to other items.

Note: Conventional departure and arrival procedures require different skills. An examiner shall still satisfy themselves that each pilot under test still maintains competency, for example: Sample checking elements including use of ground-based radio aids and tracking radials, monitoring of raw data and crew co-ordination.

For example, both elements could be covered during a check by executing a section of an RNAV departure, but then completing an element of a conventional STAR/radial tracking, or vice versa.

A.2.13 Item 3.8.2 – Holding

a) Although this exercise is not mandatory, periodical inclusion of an unplanned hold is strongly recommended. Automatics can be used and therefore value can be obtained by giving a last minute clearance into the hold or, if FMS is fitted, an early exit from the hold to see how the FMS is handled.

A.2.14 Instrument Approaches – General

- Three-dimensional (3D) operation means an instrument approach operation using both lateral and vertical navigation guidance.
- Lateral and vertical navigation guidance refers to the guidance provided by:
  A) By computer-generated navigation data from ground-based, space-based, self-contained navigation aids or a combination of these. e.g. RNP APCH (LNAV/VNAV).
  B) A ground-based precision radio navigation aid; e.g. (LPV, ILS, MLS, GLS).
- A two-dimensional (2D) operation means an instrument approach operation using lateral navigation guidance only. 2D operations shall be flown using a continuous descent final approach (CDFA) technique and must have a vertical profile manually calculated and controlled by the pilot. For example, a manually selected Flight Path Angle (FPA) or Vertical Speed (V/S).

Whenever possible, all checks shall include a mix of radar-vectored and procedural instrument approaches.

A.2.15 Item 3.8.3.1 – 3D operation(ILS) Flown Manually Without Auto Thrust + Flight Director:

a) In order to ensure a low DA/H and assessment of skills to fly an approach down to where the indications are sensitive and critical, an angular approach (ILS or LPV) rather than a constant displacement approach (L/VNAV) shall be selected by the examiner.

b) While examiners will often choose to combine various test items for expediency, since this particular exercise is fairly demanding, it may be wise to avoid overloading the applicant in this way.

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c) For skill test purposes, the exercise is to be carried out with manual thrust on all aircraft types. Manual thrust shall be selected off in advance of commencing descent from a platform altitude.
d) According to the AFM, RNP APCH procedures may require the use of autopilot or flight director. The procedure to be flown manually shall be chosen taking into account such limitations. For example, an ILS approach may be more appropriate.

A.2.16 Item 3.8.3.4 - Manual 3D Operation with One Engine Inoperative:

a) The applicant shall complete a safe approach manually in an asymmetric configuration to the company DA/H. The examiner shall ensure that the test is conducted using an approach where the company minima allows a DH/A not normally greater than 450 feet AAL in order to fully assess the applicant's ability to make finer corrections in the latter stages of approach. The autopilot (and auto thrust, if selected off) shall be disconnected before intercepting the localiser and before final configuration for the approach so that the applicant's handling of any trim change associated with flap extension can be assessed. The engine failure shall also be simulated prior to this phase.

A.2.17 Item 3.8.4 – 2D Operation down to MDH/A

a) A 2D operation may be flown either using aircraft automation or manually. However, a two-dimensional (2D) instrument approach operation means an instrument approach operation using lateral navigation guidance only. Therefore, a 2D approach must be flown with the vertical path manually selected and controlled. E.g. with V/S or FPA.
b) If the approach requires the use of ground-based radio aid(s), e.g. NDB/DME, VOR/DME, the crew remain responsible for monitoring these and ensuring the tracking remains within limits, the same applies when flying an 'overlay' approach. If the aircraft is equipped with a means of visually identifying a radio aid and validity of signal, then an audio ident is not necessary. However, crew awareness and monitoring of a reliable and valid signal must be demonstrated.
c) A 2D operation shall normally be flown to the specified minima and not to circling minima unless they are coincident. This is to ensure that the transition from an instrument approach procedure to a visual manoeuvre does not occur at such an early stage as to preclude comprehensive assessment of the former. Provided the examiner is satisfied in this respect, it is not necessary for a further 2D operation to be flown.
d) A 2D operation shall be flown using the Continuous Descent Final Approach (CDFA) technique. This is required for air operators, but is also recognised as the best way to optimise crew workload whilst achieving a stabilised approach path, especially in jet transport aircraft with their high inertia. Any input that destabilises the approach, such as selecting "Alt Hold" in order to avoid descent below the MDH/A, will therefore have a detrimental effect upon the safe and successful outcome, especially if there are associated technical problems such as asymmetric thrust.
e) Whilst lateral and vertical tolerances in accordance with the performance criteria shall be taken into account, an examiner shall use his professional judgement and take into account all factors when deciding whether a 2D operation has been flown to the required standard or not, e.g. for a crew who share a high level of situation awareness of the profile by communicating altitude versus distance to go to the threshold, and are flying a stabilised approach whilst making sensible corrections based upon the type of approach flown.
f) It is noted that many operators use on-board equipment to 'manage' an approach laterally and vertically when conducting most normal approach operations. However, whilst this may be encouraged and best practice during normal operating conditions, Operator Proficiency Checks or scenario based training and assessment details, executing a manually selected vertical profile remains an approach option on modern commercial aircraft and is a requirement of part FCL Appendix 9, so competency shall be demonstrated.

However, for such operators, creating realistic scenarios that compel crews to use a vertical intervention mode may present difficulty. Whilst some options do exist - e.g. temperature colder than the approach limitations, unplanned diversion with the approach not in the aircraft FMS data base - if these impede training value, then examiners may wish to brief and conduct a 2D operation as a stand-alone test item.

TM-CAD actively encourages techniques that optimise Situational Awareness and the mitigation of threats and errors, these aspects are observable crew competencies. Therefore, the appropriate use of aircraft systems, such as vertical path indicators, Vertical Situation Displays (VSD's), expanded Navigational Displays, EGPWS, etc. may be utilised when reliable. However, such displays may only be used to augment Situational Awareness, Examiners must ensure that crew co-ordination and vertical path monitoring skills are assessed.

A.2.18 Item 4.4 – Manual Go-Around from an instrument approach with critical engine simulated inoperative

Note: The PANS-OPS definition of a Decision Altitude (DA) or Decision Height (DH) is a specified altitude or height in a 3D instrument approach operation at which a missed approach must be initiated if the required visual reference to continue the approach has not been established. During a go-around from published DA/DH or MDA/MDH, the correct go-around action shall be initiated promptly to ensure minimum height loss consistent with aircraft type. If in the opinion of the examiner the height loss was excessive, it is likely that the technique employed by the pilot was incorrect and the item shall be repeated or failed as appropriate. If the operator adds an increment to MDAs to produce an equivalent DA, then the height loss during a GA shall not exceed this increment.

a) The instrument approach shall be flown in an asymmetric configuration.
b) The go-around shall be flown manually without autopilot or auto throttle / auto thrust.
c) Examiners shall ensure that go-arounds are varied. It is preferable to use a published missed approach or as modified by ATC. Avoid continuous use of "straight ahead".
d) 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.

A.2.19 Item 5.5 - Landing with One Engine Inoperative

a) The landing shall be carried out manually. Directional control shall be maintained and brakes and other retardation devices used to achieve a safe roll out and deceleration.
b) The applicant shall complete a safe landing from an appropriate height to decide if it is a stabilised approach on the required glide path.
c) Consideration shall be given to the weather, wind conditions, landing surface and obstructions.

A.2.20 Item 5.6 - Landing with Two Engines Simulated Inoperative

a) The two-engine landing does not negate the requirement to complete item 5.5. Both items are mandatory for an LST.

A.2.21 Item 6 – LVO:

It is an operator's responsibility to ensure that initial training and testing requirements and that recurrent testing requirements to conduct LV operations are completed in accordance with their LV approval. The examiner is not required to endorse the licence with LV in any case.

For an LST, the testing requirements of Appendix 9 of TM/CAD/0161 shall be completed if the applicant is required to conduct LV operations

For an LPC, if the applicant is required to operate LV operations, provided the initial LV training and testing requirements have been completed, the applicant shall, as a minimum, complete the mandatory requirements of Appendix 9 of TM/CAD/0161.

If the applicant is not required to conduct LV operations, then the LV requirements of Appendix 9 of TM/CAD/0161 need not be completed.

a) The Rejected Take-Off (RTO) must be conducted at minimum authorised RVR. This may be combined with item 2.6, and a full stop is required.
b) In a simulator, the training and testing shall be carried out at an airfield displaying the correct lighting for the type of approach and ground markings. The use of a generic airfield is not acceptable.
c) Where possible (e.g. a dedicated airfield scene) taxiing shall be ramp to ramp. This enables the examiner to assess the crew's situational awareness and other technical and non-technical behaviour. Checking the crew's prioritisation of tasks, reading aerodrome charts, checking taxiway orientation against the compass etc. In all instances, the operator shall develop scenarios that will expose crews to a variety of events. This is important because runway incursions are on the increase.
d) Some older generation visual systems have runway holding point stop bars that cannot be switched off independently of the taxiway lighting. The examiner shall ensure that crews ask permission to cross these lights.
e) LVO taxiing between gate and runway (in and/or out) shall be included periodically but not necessarily in every six-month check. It shall be conducted and documented at least every three years in addition to the normal bi-annual requirements. A dedicated visual scene shall be used for this purpose; generic airfields have no navigation/situational awareness value for low visibility taxiing.

When the LVO refresher does NOT include such taxi, any LVO airfield (specific or generic) may be used for approaches etc.

A.2.22 Engine-Out Exercises

a) An outboard engine shall be selected for all mandatory engine-out exercises for the LST/LPC.
b) The asymmetric handling of some aircraft, particularly if propeller driven, may be significantly more difficult following failure of the critical engine. This may also be a factor for some jet aircraft in crosswind conditions. For this reason, Part-FCL specifies for the LST and LPC that the asymmetric go-around at DH(A)/MDH(A)/Missed Approach Point (MPA) and the one engine inoperative landing shall be flown with the critical engine inoperative (or simulated inoperative if the test is conducted in an aircraft). Although not mandatory, it is often convenient and realistic for the approaches leading to 4.4 and 5.5 also to be flown with the critical engine failed.
   However, on the majority of multi-engine jet aircraft there is little significant difference in asymmetric controllability and it is then better to vary the choice of the failed engine to avoid anticipation by the applicant. Clearly, on four-engine aircraft, an outer engine shall be chosen for the LST and LPC as that does make a significant difference compared to an inboard engine failure.
c) For an OPC, AIR OPS does not specify which engine shall be failed and hence the examiner is free to choose. Therefore, with an OPC there are often significant advantages in practising the different scenarios observing subsequent actions and challenges from encountering different engine failure scenarios, e.g. Stalls and surges during climb, failures close to acceleration altitude/during turns etc.

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d) Examiners and operators shall record the engine failed during a proficiency check to ensure each engine failure is practiced during a three-yearly training cycle.

A.2.23 Pilot Incapacitation

a) This shall be taken to its full conclusion, e.g. would a co-pilot without nose wheel steering taxi and how far?
b) If he has asked the ambulance to meet the aircraft how does he/she handle this?
c) Does he/she make use of any automatics?
d) The examiner shall give some thought as to how to instigate the incapacitation, and when and how the incapacitation is to occur. A subtle incapacitation is the hardest to recognise and checks that company Standard Operating Procedures (SOPs) are satisfactory.
e) Incapacitation shall be practised during LVO training and shall be covered during a three-yearly cycle. When take-off in minimum RVR is dependent on Para visual Display (PVD), incapacitation should take this into account.

A.2.24 Pressurisation/Smoke:

a) The use of the oxygen mask is an essential part of an emergency descent with cabin pressure failure and contaminated cockpit drills. The crew's ability to establish communication with each other, ATC, cabin crew etc. can only be assessed if masks are used.
b) In an aircraft care shall be taken not to depressurise the cabin and to ensure that aircraft safety is taken into account if oxygen masks are donned.
c) In a smoke scenario in an FFS, the use of any simulated smoke options in the device is not essential. However, it shall be noted that this introduces a very real dimension, pressure, visual difficulties and impediment to crew communications. Examiners and operator shall consider periodic use of this tool if available.

A.2.25 Automation:

a) On fly-by-wire aircraft, the use of manual thrust on a proficiency test/check engine-out ILS (item 3.8.3.4) is left to the examiner's discretion. However, even in these types, if the aircraft can be dispatched with an unserviceable auto-throttle, the pilot's ability to perform this exercise using manual thrust shall be checked on a three-yearly cycle.
b) When an OPC is not combined with either a skill test or licensing proficiency check, it shall be flown as per company SOPs.

A.2.26 Radiotelephony:

a) As examiners lead by example, great care shall be taken to ensure that their own RTF is clear and easily comprehendible. An appraisal of the crew's RTF is an integral part of the test/check. Errors shall be debriefed in order to maintain the required standard within the airline and improve aviation safety.

A.2.27 Altimetry:

a) CFIT risks as a result of altimeter setting, temperature or procedural errors are a significant concern; poor crew-co-ordination, knowledge and situational awareness and subsequent setting errors add to this risk. Candidates must demonstrate robust discipline with altimeter setting procedures and demonstrate robust situational awareness, communication, workload management and crew co-ordination.
b) Examiners shall ensure that scenarios are arranged to adequately observe altimeter setting procedures and observe that these are safely completed. For example, during a departure ensure a transition altitude is passed or complete a transition into a high threat and busy ATC environment.
c) Winter operations can generate significant low temperature error issues that may require altimeter correction. It is strongly recommended that crews are periodically assessed and

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presented with scenarios requiring awareness and temperature errors potentially requiring correction.

d) If crews may operate into metric airspace, it is strongly recommended that crews are periodically assessed and presented with scenarios requiring the demonstration of metric altimeter setting procedures.

Note: Approaches utilising FMC calculated descent paths (e.g. VNAV, IAN etc), there is a risk of CFIT with incorrect altimeter settings and poor crew co-ordination and situational awareness of the correct vertical path. On board aircraft systems, such as GPWS and EGPWS may rely on the altimeter subscale setting, so if this is incorrect, there may be no warnings generated. It is therefore crucial that crews demonstrate robust procedures, techniques and knowledge to mitigate these threats. For example, temperature error awareness, altimeter setting, distance to height from the threshold and crew co-ordination flying the approach.

A.2.28 CFIT risks and terrain awareness:

There have been a number of Controlled Flight Into Terrain (CFIT) related events while aircraft are being radar-vectored by Air Traffic Control (ATC) in the vicinity of significant terrain, particularly during the approach phase. It appears that crews may be unaware of the Minimum Radar Vectoring Altitude or the Minimum Safe Altitude (MSA) in the area in which they are being vectored, as in some of the events the crew were not utilising all the available sources of terrain data.

a) Crews shall demonstrate technical and non-technical skills in monitoring the position of the aircraft and the relationship of its altitude to the MSA in the area and confirm that each descent clearance below MSA is safe.
b) If an ATC Surveillance Minimum Altitude Chart and the MSA contours/terrain and obstacle information on the procedure chart in use should be utilised and crews shall demonstrate knowledge on the values and terrain separation afforded.
c) The Enhanced Ground Proximity Warning System (EGPWS) terrain display function should be used to monitor the aircraft's position in relation to terrain when appropriate, and crews should familiarise themselves with the display logic and any potential inaccuracies within the system.
d) It should be noted that radar vectoring altitudes assigned by ATC are not always temperature compensated.
e) Should any crew member have doubt about the terrain clearance afforded by an ATC clearance it must be immediately challenged.
f) Operators should review and, if necessary, amend their Operations Manuals to ensure that crews are aware of the above and appropriate training and guidance are provided.
g) Recurrent training and testing programmes should incorporate adequate sampling of crew knowledge and skills with regards to CFIT and terrain separation, including periodic training and assessment of terrain escape manoeuvres.

A.2.29 PBN:

Appendix 9 states: To establish or maintain PBN privileges, **one approach** shall be an RNP APCH. Where an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD.

Completion of at least one RNP approach during a test for each pilot under test will satisfy PBN testing requirements. This item may be built into a scenario-based exercise or conducted as a stand-alone test item.

NB: if by 25 April 2021 (see PEL Notice 60 regarding 71(2) exemption) an individual has not completed the PBN training then they will lose their IR privileges hence they will need to undergo training at an ATO.

A.2.30 UPRT

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a) With EU Commission Regulation No. 2019/1974, Appendix 9 has been revised at section 3.7 below.
b) 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. Appendix 8 expands on guidance to air operators.
c) 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.
d) Exercises shall be completed in the pilots normal operating seat and each pilot tested as PF.
e) UPRT is seat specific.

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GM1 to Appendix 9 Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs

TYPE SPECIFIC UPRT AND GO-AROUND TRAINING IN FSTD

(a) General

(1) 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.

(2) 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.

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

(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.

(2) 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.

(3) Recovery from a stall event shall always be conducted in accordance with the stall event recovery procedures of the OEMs.

Note: If an OEM-approved recovery procedure does not exist, ATOs shall develop and train the aeroplane-specific stall recovery procedure based on the template in Table 1 below. Refer to Revision 3 of the Airplane Upset Prevention and Recovery Training Aid (AUPRTA) for a detailed explanation and rationale of the stall event recovery template as recommended by the OEMs.

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Table 1: Recommended stall event recovery template

Stall event recovery template		
Pilot Flying (PF) Immediately do the following at first indication of a stall (aerodynamic buffeting, reduced roll stability and aileron effectiveness, visual or aural cues and warnings, reduced elevator (pitch) authority, inability to maintain altitude or arrest rate of descent, stick shaker activation (if installed)) during any flight phases *except at lift-off*.		**Pilot Monitoring (PM)**
1.	**AUTOPILOT — DISCONNECT** (A large out-of-trim condition could be encountered when the autopilot is disconnected)	**MONITOR** airspeed and attitude throughout the recovery and **ANNOUNCE** any continued divergence
2.	**AUTOTHRUST/AUTOTHROTTLE — OFF**	
3.	**(a) NOSE-DOWN PITCH CONTROL** apply until stall warning is eliminated **(b) NOSE-DOWN PITCH TRIM** (as needed) (Reduce the AoA whilst accepting the resulting altitude loss.)	
4.	**BANK — WINGS LEVEL**	
5.	**THRUST — ADJUST** (as needed) (Thrust reduction for aeroplanes with underwing-mounted engines may be needed)	
6.	**SPEEDBRAKES/SPOILERS — RETRACT**	
7.	When airspeed is sufficiently increasing — **RECOVER** to level flight (Avoid the secondary stall due to premature recovery or excessive G-loading)	

(c) Nose-high and nose-low recovery exercises (Appendix 9, Section B(5) exercise 7.2.2; B(6) exercise 3.7.2)
Nose-high and nose-low recovery exercises shall be conducted in accordance with the strategies recommended by the OEMs contained in Tables 2 and 3 below.

Note: As the OEM procedures always take precedence over the recommendations, ATOs shall consult the OEM on whether any approved type-specific recovery procedures are available prior to using the templates.

Refer to Revision 3 of the Airplane Upset Prevention and Recovery Training Aid (AUPRTA) for a detailed explanation and rationale of nose-high and nose-low recovery strategies as recommended by the OEMs.

Table 2: Recommended nose-high recovery strategy template

Nose-high recovery strategy template		
Either pilot — Recognise and confirm the developing situation by announcing **'nose high'**		
PF		**PM**
1.	**AUTOPILOT — DISCONNECT** (A large out-of-trim condition could be encountered when the autopilot is disconnected)	**MONITOR** airspeed and attitude throughout the recovery and **ANNOUNCE** any continued divergence
2.	**AUTOTHRUST/AUTOTHROTTLE — OFF**	
3.	APPLY as much nose-down control input as required to obtain a nose-down pitch rate	
4.	**THRUST — ADJUST** (if required) (Thrust reduction for aeroplanes with underwing-mounted engines may be needed)	
5.	**ROLL — ADJUST** (if required) (Avoid exceeding 60-degree bank)	
6.	When airspeed is sufficiently increasing — **RECOVER** to level flight (Avoid the secondary stall due to premature recovery or excessive G-loading)	
NOTE: (1) Recovery to level flight may require use of pitch trim. (2) If necessary, consider reducing thrust in aeroplanes with underwing-mounted engines to aid in achieving nose-down pitch rate. (3) **WARNING**: Excessive use of pitch trim or rudder may aggravate the upset situation or may result in high structural loads.		

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Table 3: Recommended nose-low recovery strategy template

Nose-low recovery strategy template		
Either pilot — Recognise and confirm the developing situation by announcing **'nose low'** (If the autopilot or autothrust/autothrottle is responding correctly, it may not be appropriate to decrease the level of automation while assessing if the divergence is being stopped)		
	PF	**PM**
1.	**AUTOPILOT — DISCONNECT** (A large out-of-trim condition could be encountered when the autopilot is disconnected)	**MONITOR** airspeed and attitude throughout the recovery and **ANNOUNCE** any continued divergence
2.	**AUTOTHRUST/AUTOTHROTTLE — OFF**	
3.	**RECOVERY** from stall if required	
4.	**ROLL** in the shortest direction to wings level (It may be necessary to reduce the G-loading by applying forward control pressure to improve roll effectiveness)	
5.	**THRUST** and **DRAG — ADJUST** (if required)	
6.	**RECOVER** to level flight (Avoid the secondary stall due to premature recovery or excessive G-loading.)	
NOTE: (1) Recovery to level flight may require use of pitch trim. (2) **WARNING**: Excessive use of pitch trim or rudder may aggravate the upset situation or may result in high structural loads.		

(d) Go-around with all engines operating from various stages during an instrument approach (Appendix 9, Section B(5) exercise 7.3; B(6) exercise 4.1.)

(1) The objective of the go-around exercises is to expose the student pilot to the physiological effects caused by a go-around. The instructor shall ensure that student pilots understand the objective of the exercises and provide students with appropriate coping strategies, including TEM. Due consideration shall be given to environmental conditions when evaluating the demonstration of task proficiency and related criteria.

(2) A go-around may be commenced at any time during an approach, including before the aeroplane is in the landing configuration. Historically, most go-around training has been conducted when the aeroplane is in the landing configuration prior to commencing the go-around. Students must be prepared to adapt the go-around manoeuvre if the go-around is commenced prior to the point where the aeroplane is fully configured for landing. Situation awareness in relation to flap and gear configuration, aeroplane speed and missed approach altitude is important.

(3) Unanticipated go-arounds may startle the students (e.g. unexpected ATC constraints, automation malfunction, adverse weather, etc.). Students may find themselves faced with a situation where they must perform many critical actions under a high workload (e.g. setting thrust, landing gear retraction, flight path management). The instructor shall explain that there is also a possibility of disorientation during a go-around because of the somatogravic effect produced by large longitudinal acceleration felt by the inner ear as the aeroplane speed increases. This effect cannot be reproduced in an FSTD.

(4) It is vital that the correct pitch attitude is selected and maintained, while the aeroplane is kept in trim as it accelerates (depending on the aeroplane type). On some aeroplane types with under-slung engines the pitch response with all engines functioning may be amplified due to the relatively low gross weight towards the end of a flight and the high thrust available from modern aeroplane engines. It is particularly important that trim changes are anticipated on such aeroplanes.

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(5) ATOs shall develop scenarios for go-around training containing different take-off and approach stall situations that also involve surprise and startle effects and include:
   (i) a go-around from the non-landing configuration;
   (ii) a go-around at low gross weight using maximum go-around thrust;
   (iii) a go-around from the outer marker or equivalent point;
   (iv) a go-around below 500 ft using, as applicable/permitted, reduced go-around thrust;
   (v) a go-around initiated above the published missed approach altitude; and
   (vi) a normal go-around from the landing configuration using reduced go-around thrust (if available / type-specific).

(6) Training shall also incorporate topics such as flight path management (manual and automatic), application of procedures, startle factors, communication, workload management and situation awareness. The objective of this training is to highlight:
   (i) differences to procedures when the aircraft is in the non-landing configuration;
   (ii) differences in handling characteristics at low gross weights and high thrust settings;
   (iii) the threat associated with go-arounds close to the published missed approach altitudes;
   (iv) startle and surprise associated with an unplanned go-around (ATC, blocked runway, etc.);
   (v) the importance of effective communication between flight crew;
   (vi) the requirement to be aware of the aircraft energy state during a go-around; and
   (vii) the importance of engaging the autopilot or flight director in the correct modes during a go-around.

(7) Go-around training shall not be limited to addressing the somatogravic effects caused by a go-around. Training shall also cover topics such as flight path management (manual and automatic), application of procedures, startle factor, communication, workload management and situation awareness. Flight path management training shall address:
   (i) the handling differences of a lighter than normal aircraft which may differ to handling experienced during take-off when the aircraft is much heavier;
   (ii) the different reaction of the aeroplane (pitch and vertical speed) comparing a go-around performed with reduced G/A thrust (if the function is available) and a go-around performed with full G/A thrust (a different weight).

(8) The importance of correct selection of TO/GA modes by the PF shall also be emphasised (pushing TO/GA, selected the correct thrust lever detent, etc.)

(9) The importance of the PM role in the go-around manoeuvre shall also be highlighted. The PM usually has higher workload as they need to reconfigure the aircraft, engage FMA modes, communicate with ATC and monitor the actions of the PF. This excessive workload for the PM may lead him or her to prioritise actions to the detriment of monitoring activities. The phenomenon of attentional tunnelling may also need to be addressed. This happens when one pilot, or both, focus exclusively on a problem at the expense of general monitoring of the flight parameters.

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A.2.30.1 Appendix 9, 3.7

MULTI-PILOT AEROPLANES AND SINGLE-PILOT HIGH-PERFORMANCE COMPLEX AEROPLANES		PRACTICAL TRAINING			ATPL/MPL/TYPE RATING SKILL TEST OR PROF. CHECK	
Manoeuvres/Procedures		FSTD	A	Instructor initials when training completed	Tested or checked in FSTD or A	Examiner initials when test or check completed
3.7 3.7.1	Upset recovery training Recovery from stall events in: – take-off configuration; – clean configuration at low altitude; – clean configuration near maximum operating altitude; and – landing configuration.	P FFS qualified for the training task only	X An aero-plane shall not be used for this exercise			
3.7.2	The following upset exercises: – recovery from nose-high at various bank angles; and – recovery from nose-low at various bank angles	P FFS qualified for the training task only	X An aero-plane shall not be used for this exercise		FFS only	

A.2.31 Jeopardy:

a) 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.

A.2.32 Situational Awareness:

a) 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.

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

A.2.33 Detailed testing standard and guidance summary and combined testing.

a) 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.
b) Where PF is referred to, Pilot monitoring from PM in MPA is a crucial function of safe operations and shall be continually assessed.
c) Examiners must address HF and overall competency on the LST/LPC.
d) Where non-Mandatory (M) items included within Part FCL Appendix 9 TM/CAD/0161 are included in a scenario or recurrent programme, competency in these items must always 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.
e) All exercises shall be conducted and flown in accordance with SOP or as required by the manoeuvre and normal or abnormal procedure.
f) Whilst SOP 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.
g) 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.

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, e.g. an engine failure, shall be recorded as a single item (e.g. on form TM/CAD/0161). 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 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 a number of elements. It is not necessary to complete all of the elements of the item for it to be recorded, 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 EASA 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 Operational Suitability Data (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**
SECTION 1	**Shall be PF if SPHPCA.**				
1 Flight Preparation					
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)	**M**	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			**M**	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	✓		**M** **FFS only**	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)	**M**	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					
3.4 Normal and abnormal operations of following systems			**M**		**A minimum of 3 abnormal items shall be selected from 3.4.0 to 3.4.14 inc.**
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
3.4.7 Anti and de-icing system, Glare shield heating		✓		As per SOP	
3.4.8 Auto-pilot/Flight director	✓	✓	**M** **(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.

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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	
3.6 Abnormal and emergency procedures			**M**		**A minimum of 3 items shall be selected from 3.6.1 to 3.6.9 inclusive**
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 taxying 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
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 SOP)	✓ (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.

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3.7 UPRT					
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 re-establishing 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 re-establishing clearance and safe altitude etc.
3.8 Instrument flight procedures					
3.8.1 Adherence to departure and arrival routes and ATC instructions	✓*		**M**	As per SOP	See detailed testing standard. A reasonable sample of each is required to be completed by each pilot under test.
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	✓		**M** (Skills test only)	Manually means without Flight director, autopilot and auto-thrust	Raw data navaids must be displayed and monitored, however the use of vertical and Lateral Navigation displays may be optimised to promote best practice to support Situational Awareness. However, this must not be relied upon and not used as a prime source of data by the crew. 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.
3.8.3.2 Manually, with flight director	✓			Manually means with Flight director, but without autopilot and auto-thrust.	If the approach requires them, raw data navaids must be displayed and monitored, however the use of vertical and Lateral Navigation displays may be optimised to promote best practice to support Situational Awareness. However, this must not be relied upon and not used as a prime source of data by the crew.
3.8.3.3 With auto-pilot	✓			As per SOP	This may be combined with section 6

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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) (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.	✓		**M**	**Auto pilot (and auto thrust*) Shall be disengaged before intercepting localiser (or equivalent) and before final configuration**	* 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	✓		**M**	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	
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.

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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 (baulked 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	
5.5 Landing with critical engine simulated inoperative	✓		**M**	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	✓		**M** (Skills Test Only)	shall be disengaged no later than 200' AAL SOP shall be respected with regards to A/Thr	
SECTION 6 (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)			**Note 1** For instrumental approaches down to a DH of less than 60 m (200 ft) **Note 2** 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)	**M FFS only**	As per SOP	May be combined with any other scenario or element

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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)	**M**	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 go-around 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)	**M**	As per SOP	May be combined with any other scenario or element
Note 1: 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. **Note 2:** 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)	**M**	As per SOP	May be combined with any other scenario or element
PBN					
To establish or maintain PBN privileges, one approach shall be an RNP APCH.	✓		**M (if PBN required)**	As per SOP	May be combined with a 3D approach or as a stand-alone 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

A.2.34 Overall Competency:

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

EASA Appendix 9 extracts:

EASA Appendix 9 – 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:

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

EASA Appendix 9 – Section 3: Flight test tolerance
The applicant shall demonstrate the ability to:

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a) operate the aeroplane within its limitations;
b) complete all manoeuvres with smoothness and accuracy;
c) exercise good judgement and airmanship;
d) apply aeronautical knowledge;
e) Maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is always assured;
f) understand and apply crew coordination and incapacitation procedures, if applicable; and
g) 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 non-technical competency matrix and this may be used to grade pilots for overall competency, indeed operators and ATO's are encouraged to develop their own methodologies. However, whilst the table below may provide guidance, it is aligned with competency requirements in Appendix 9, a pilot therefore may be failed for an unacceptable reduction in safety margin or performance indicated by an inability to demonstrate safe competence in any of these items below. Any operator or ATO creating their own matrix shall ensure it at least covers these aspects of competency.

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

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ICAO Doc 9995 (EBT) – Competency Based Assessment

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

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

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Competency	Competency Description	Behavioural Indicator
Knowledge (KNO)	Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment	- Demonstrates practical and applicable knowledge of limitations and systems and their interaction - Demonstrates required knowledge of published operating instructions - Demonstrates knowledge of the physical environment, the air traffic environment including routings, weather, airports and the operational infrastructure - Demonstrates appropriate knowledge of applicable legislation - Knows where to source required information - Demonstrates a positive interest in acquiring knowledge - Can apply knowledge effectively

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APPENDIX 3 – PERFORMANCE CRITERIA

A.3.1 An applicant for a test shall demonstrate ability to:

a) Operate the aeroplane within its limitations.
b) Complete all manoeuvres with smoothness and accuracy.
c) Exercise good judgement and airmanship.
d) Apply aeronautical knowledge of procedures and regulations as currently applicable.
e) Maintain control of the aeroplane at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt. The applicant's airmanship shall be assessed with each exercise and this shall include lookout, checks and drills, cockpit management, RTF and ATC liaison, fuel management, icing precautions, planning and use of airspace.
f) Manage the crew.
g) Maintain a general survey of the operation by appropriate supervision.
h) Set priorities and make decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.
i) Understand and apply crew co-ordination and incapacitation procedures.
j) Communicate effectively with other crewmembers.
k) The applicant shall demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.

ICAO Doc 9995 (EBT) provides a useful matrix for competency-based assessments. Whilst these are provided at Appendix 2 for guidance, the principles around safe competence are clearly aligned with the performance criteria requirements above and may be used to indicate performance. A fail may be awarded for any unacceptable reduction in safety margin as indicated by these competencies.

Operator's and ATO's may define their own assessment matrix or methodology of grading. This is encouraged; however, they must ensure all these requirements are covered when assessing competence.

A.3.2 Tolerance

A.3.2.1 Altitude or Height

Normal Flight	± 100ft
With simulated engine failure	± 100ft
Initiating go-around at DH/A 3D and 2D Operation	+ 50ft/-0ft Not more than 75ft below the vertical profile at any time, and not more than 75ft above the profile at or below 1000 feet above the aerodrome level.
3D Operation (LPV, ILS, MLS, GLS)	Half scale glidepath deflection
MDH/A	+ 50ft/-0ft

A.3.2.2 Tracking

Radio Aids based approach	+/- 5 Degrees
3D Operation (LPV, ILS, MLS, GLS)	Half scale azimuth deflection
3D and 2D Operation – Linear Deviations RNP approaches – FMS tolerance	Cross track error/deviation shall be limited to +/- ½ the RNP value associated with the procedure. Brief deviations from this standard up to a maximum of 1x the RNP value are allowable. Maximum acceptable difference in track between an FMS database and that published shall be the lesser of that required by regulation, a manufacturer limitation or that defined as part of an operators' approval.
Note: For a 3D operation, flight crew shall use a vertical deviation indicator and, where required by AFM limitations, a flight director or autopilot in vertical navigation mode. Deviations below the vertical path shall not exceed 75 feet, or half-scale deflection where angular deviation is indicated. The flight crew shall execute a missed approach if the vertical deviation exceeds this criterion, unless the flight crew has in sight the visual references required to continue the approach.	

A.3.2.3 Heading

All engines operating	± 5°
With simulated engine failure	± 10°

A.3.2.4 Speed

All engines	± 5kt
Asymmetric	+10/-5kt

Note**:** When making an assessment, handling qualities and aircraft performance shall be considered.

A.3.3 Further Guidance

A.3.3.1 Height Accuracy

The applicant need not be failed if an error of more than 100ft occurs two or three times. However, the examiner should seriously consider awarding an individual fail if:

a) Height error of more than 200 ft occurs.
b) An error of 100ft or more is uncorrected for an unreasonable period of time.

A.3.3.2 Approach minima

a) During a 2D Operation when constant descent profile is flown care shall be taken not to descend below MDH/MDA when a missed approach is being conducted. However, it shall be noted that many company chart providers already factor the MDH/MDA and convert this to a DH/DA; in that case dipping below the DH/DA is acceptable during the Go-Around manoeuvre provided this was initiated at or above the DH/DA.
b) RVR shall be checked against airfield minima prior to commencing an approach to land.

A.3.3.3 Tracking Accuracy

a) On a radio aid based 2D operation e.g. NDB/DME, VOR/DME, a failure shall be awarded at any time during the test/check if there is an inability to settle within ±5° of the specified track or correcting track the wrong way and maintaining the error for an unreasonable period.

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A.3.3.4 Speed accuracy

a) The 5kt limit in climb, cruise and approach shall be extended to 10kt in the case of jet aircraft and an airspeed error of 15kt at any time.
b) If the test/check is conducted in an aircraft, the examiner shall make allowance for turbulent conditions.
c) During the second segment climb following an engine failure, minor speed excursions below V2 are acceptable if corrected without delay.

A.3.3.5 Testing challenges on 4th Generation aircraft

a) 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.
b) 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.

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APPENDIX 4 – TESTING IN SIMULATORS

A.4.1 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.

A.4.2 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.

A.4.3 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.

A.4.4 All persons shall be in full harness before the selection of motion.

A.4.5 Some thought should be given to the value of continuing a simulated smoke emergency to the landing, to see how the crew cope with the limited visibility. If smoke is not available, some form of etched goggles or other method shall be used.

A.4.6 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.

A.4.7 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. The selection of zero turbulence during a test/check would not be considered acceptable. 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.

A.4.8 Upset Prevention and Recovery Training (UPRT) on FSTD's

a) 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.

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b) 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.
c) 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.

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APPENDIX 5 – TRAINING AND TESTING IN AIRCRAFT

A.5.1 Use of Aircraft for Training and Testing and Meaning of 'Available' in the context of using simulators:

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.5.1.2 Whilst a test may satisfy a basic requirement in an aircraft, the quality and scope of the check will always be very limited compared to what can be achieved in an FSTD. which is why the regulation has been written as requiring an FSTD to be used when available and why TM-CAD are defining a policy to control this matter more carefully without impeding NCC operations and AOC operators unreasonably.

A.5.2 Appendix 9 states:
"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 or OTD 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 Malta Competent Authority in accordance with the procedure detailed.

A.5.2.2 Part-FCL specifies the following tests/checks:

MPL	Initial issue
ATPL(A) and (H)	Initial Issue
Low Vis Operations Section 6	Initial qualification, revalidation and renewal
IR (A), (H) and (As)	Revalidation and renewal
Class and Type Rating (A), (H), (PL), (As)	Initial issue, revalidation and renewal
FI	FI course pre-entry proficiency check
STI	Revalidation and renewal

A.5.3 An FFS is considered 'available' when:

a) it has a valid qualification certificate in accordance with Annex VII of Regulation (EU) No. 1178/2011 as amended;
b) it is serviceable;
c) it is representative of the applicant's/operator's aircraft class or type and configuration.
d) it is accessible:
   (i) to instructors and examiners acceptable to the applicant/operator/ATO, who are appropriately trained and authorised to conduct the training and testing required by the licence-holder;
   (ii) within the scale and scope of the applicant's/operator's /ATO's training and checking program;
   (iii) within reasonable operations' programming constraints and without undue disruption to crew roster and operational scheduling. Cost of FFS, travel, poor forward planning and other economic factors are not acceptable factors in the consideration of refusal of an available FFS.
   (iv) If there is an EASA approved device at a location that is located reasonably near to a

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well-served international airport (western world, easily served by large international airlines, e.g. USA), then that must be used. However, if the device is in a hard to reach country, difficult politically or potentially hazardous or arduous location, then that may be sufficient reason to accept that the FFS is unavailable.

Note: see definitions in Section 2.9

A.5.4 Procedure for accepting a test on an aircraft if the operator, ATO or applicant believes an FFS is not available in the context of these requirements.

A.5.4.1 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 for permission to do so at least **four weeks** in advance of the intended check. The application must explain 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.

TM-CAD 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: This requirement does not apply to those conducting revalidation and renewal LPCs on light SEP and MEP aircraft, where meaningful testing in generic training devices would be impracticable.

Note 3: As part of the case assessments required at Notes 1 and 2, TM-CAD may require that an application for exemption from Appendix 9 requirements be also submitted.

Note 4: 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.

A.5.5 Testing in aircraft general

A.5.5.1 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.5.5.2 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

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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:

a) It is strongly recommended that the briefing to the applicant is very clear as to the order of events.
b) 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.
c) Aircraft systems shall not be used outside of limitations and AFM respected at all times.
d) Early recognition of the failure of the compass and attitude indicators shall not be carried out in an aeroplane; only in an FSTD.
e) Early recognition of the failure of the localiser and glideslope indications shall not be carried out in an aeroplane.
f) Simulated engine failure after take-off in an aeroplane shall be carried out at a safe height.
    (i) 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.
    (ii) The Flight Manual limits for 'g' loads and V_A shall be observed.
    (iii) It is the correct recovery technique that is being assessed so extreme manoeuvres are not necessary.
    (iv) The examiner shall intervene early if the recovery technique is wrong or the recovery is slow.
    (v) Exercise will be conducted in Visual Meteorological Conditions (VMC) throughout.

g) Engine shutdowns shall be carried out at a safe height above the ground. See Aeronautical Information Circulars (AICs) for general guidance on these matters.
h) The test/check report shall exactly reflect the debriefing.

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APPENDIX 6 – EXAMINER STANDARDISATION & COMPETENCIES

A.6.1 Examiner prerequisites FCL.1010

Prior to applying for examiner assessment, the candidate must have a suitable knowledge, background and experience. The candidate shall demonstrate a cooperative approach to the competent authority.

A.6.2 Examiner standardisation FCL.1015

During examiner standardisation courses, at least 2 skill tests must be completed. 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.6.3 Assessment of competence FCL.1020

The assessment of competence will specifically address the following items:

- Briefing
- Conduct of the test (Aircraft or simulator)
- Assessment
- Debriefing
- Documentation

The assessment must be in accordance with flight test/check standards defined within Part FCL Appendix 9.

This PEL Notice focuses on the competence of the examiner, however every examiner also needs to maintain instructor competencies AMC1.FCL.920 clearly requiring the assessment and teaching of threat and error management (TEM) and CRM.

Whilst the technical limitations are clearly defined examiners must also assess the following:

- Management of crew cooperation
- The crews' ability to maintain a general survey of aircraft operations by appropriate supervision
- Ensure the crew set priorities and make decisions during emergency operations
- The crews' ability to make decisions in accordance with safety aspects, rules and regulations

A.6.4 Malta Examiner Standardisation

To fulfil the EASA requirements to standardise all examiners, Part ARA.FCL.205, the TM-CAD will assess and record the observed competencies of all examiners during initial, renewal and revalidation of the examiner certificates. The resulting information will provide TM-CAD 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.

A.6.5 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 EASA Regulations, and while they may appear to be labelled and described differently by Part-FCL and Part-ORO, in reality, Part-FCL and Part-ORO require exactly the same competencies (knowledge, skills and behaviours) to be trained, and then tested.

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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 an efficient operation. The objective of CRM is to enhance the communication, human factors and management skills of the crew member concerned. The emphasis is placed on the non-technical aspects of the crew performance'
MCC Competency requirements (AMC.FCL.735)	**CRM Competency requirements (AMC.ORO.115, 215)**
Communication Leadership and teamwork Situation awareness Workload Management Problem solving and Decision making Monitoring and crosschecking Task Sharing Briefing Flight Management	Communication Application of Threat and Error management and CRM principles Threat and Error Management 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.6.5.1 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 multi-crew environment. CRM training/testing under Part-ORO applies equally to both multi-crew and single-pilot Operators.

Part-FCL and Part-ORO mandate CRM/MCC/TEM training and checking for Flight Crew as follows:

- Initial Training: A Flight Crew member shall not commence unsupervised Line Flying until they have completed the Operator's Initial CRM training course.
- Conversion Training and Checking: CRM/MCC/TEM training shall be integrated into all Operator's type conversion training and checking.

- Recurrent Training and Checking: Elements of CRM shall be integrated into all appropriate phases of recurrent training. Flight Crew shall undergo specific modular CRM training in all

major topics of CRM training to the depth specified in AMC1 ORO.FC.115&215 Crew resource management (CRM) training. All topics shall be covered over a three-year period. Modular training sessions shall be distributed as evenly as possible

- Command Training: An operator's Command Course shall include specific CRM Training

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.6.5.2 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 (TM-CAD) to maintain the standards of Training and Examining in Malta. Inspectors from TM-CAD will therefore continue to monitor how technical and non-technical competence is assessed during simulator training/testing.

A.6.5.3 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 CRM Flight Crew CRM Training.

Appendix 6 of this document includes an 'Examiner Competencies Assessment table' which Senior Examiners and TRI Examiners may use to assess the CRM/MCC elements of Instructor/Examiner competence.

A.6.5.4 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

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of the assessment is to provide feedback to the individual/crew and to identify any retraining requirements. In the past, the assessment of NTS lacked formal measurements of competence, potentially leading to a subjective and extremely variable application of standards. Research into a means of assessment has determined that acquired 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/Instructor must be competent in assessing the flight crew member's CRM skills in the operational environment.

Assessment of CRM skills may:

(i) include debriefing the crew and the individual and serve to identify additional training where needed for the crew or the individual crew member; and

(ii) 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,

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A.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 Columns 2 and 3

Competence	1 - Requiring Improvement	2 - Basic Standard	3 - Good	4 - Very Good
Briefing	• Lack of preparation • Starts briefing without introduction • Lack of engagement with the crew • Little or no interaction with crew • Little or no use of board or other visual medium • Little or no reference to H&S • Makes no reference to the company behavioural markers scheme • Let personal opinion deflect from training objectives • Didn't support the value of CRM training	• Invites questions • Generates a relaxed atmosphere • Creates a climate conducive to learning • Briefs all items required by this PEL Notice • Provides all required documentation • Refers to NOTECHS or company behavioural markers scheme • Use of visual aids to support teaching points • Identifies H&S requirements	• Good introduction Identifies the needs of the crew • Delivers this PEL Notice, technical and non-technical, without change of style • Uses facilitation appropriately • Clear structure and clarity for all visual aid work • Includes NOTECHS in all areas including company behavioural markers	• Generates a high level of engagement with crew • Responds appropriately to the needs of the crew • Defines clearly what is expected of the crew • Very responsive to questions • All visual aids support and enhance the briefing and teaching points • Manages potential barriers to learning including awareness of cross-cultural differences
Simulator Operation	• Limited familiarity with IOS • Irregular observation of crew • Incorrect R/T • Distracted by IOS at key observing moments • Limited note taking • Inappropriate use of freezes and repositions • Overloading of failures • Poor radar vectoring	• Checks simulator log and approvals • Efficient use of IOS • Presents repositions to crew correctly • Correctly sequences failures • Observes all failure/repeat items • Effective note taking	• Crew enters the simulator with the correct scene set • Introduces failures appropriate to crew actions • Adjusts 'running sequence' to optimize time management • Observes accurately identifying appropriate behavioural markers • Identifies crew or individual fatigue	• Very realistic scenarios • Role play of other agents responsive to crew's actions • Clarity of examiner, instructor role • Comprehensive observation/notes • High level of flexibility to the training, checking plan • Identifies root cause for all activity • Is cognisant of the effect on the crew of any input from the Instructor/examiner
Instruction (Remedial)	• Unaware of the root cause of the fault • Emphasis on the 'What' rather than the 'How' • Inappropriate style • Mixing of instruction and examining • No reference made to (any relevant) Non-Technical Skills • Did not demonstrate empathy for the crew	• Crew made aware when acting as an instructor or examiner • Correct observation of faults • Provides correct technical input • Makes mention of relevant NOTECH category or element	• Clear identification of root cause/behavioural markers • Facilitates error analysis where appropriate • Identifies teaching points with key words and concise phrases • Seamlessly integrates technical and non-technical skills with pointers • Continuously monitors progress of the session and responds accordingly	• Generates a high level of engagement with the crew. • Increases the confidence and skills of the crew throughout the training event • Facilitates crew learning especially regarding behavioural markers • Assists the crew with the assessment of their own performance

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Competence	1 - Requiring Improvement	2 - Basic Standard	3 - Good	4 - Very Good
Assessment	• Standard not correctly applied • Lack of evidence to support assessment • Many important items missed	• Correct assessment • Applies Repeats and Retests • Identifies good performance • Identifies poor performance • Makes technical and non-technical assessment	• Skilled use of Repeats and Retests for maximum value to crew • Assesses cause behind good/poor performance	• Fully at ease with assessing the required standard and identifying this to the crew • Comprehensive knowledge of company behavioural markers when making an assessment • Clear understanding of root causes to all actions • Keeps abreast of HF developments from the ICAO, EASA and the regulator
De-brief	• Result not clearly stated • Chronological • No prioritisation of faults • Little opportunity for crew to review their own performance • Nit-picking • No reference to company behavioural markers scheme or NOTECHs • Displayed limited knowledge of the core EASA CRM subjects	• Clear statement of result and use of 5Rs • Clear prioritisation of faults • Holds the agenda • Some use of facilitation • Encourages crew to provide their views • Integration of NOTECHS • Supports company SOPs • The ability to focus on main issues • Written report supports the result offered	• Starts with an introduction • At ease with facilitation to move the de-brief in the required direction • Draws common faults together • Links NOTECHS or company behavioural markers into the result of the check • Balances praise and criticism • Generation of summary • Ability to listen to crew feedback • Offers tips and advice • Identifies missing skills (technical and non-technical	• Allows the crew to drive the agenda with the examiner controlling the agenda • Achieves agreement of crew • Seamless integration of the NOTECHS or company behavioural markers into all aspects of the operation • Crew leave with clear and concise learning points • Checks understanding and summarises learning points covered

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APPENDIX 7 – THE TM-CAD ISSUED EASA LICENCE EXPLAINED

A.7.1 EASA Licence


Transport Malta

Civil Aviation Directorate
Direttorat tal-Avjazzjoni Ċivili

EUROPEAN UNION

FLIGHT CREW LICENCE
LIĊENZJA TAL-EKWIPAĠĠ TAT-TITJIR

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

Maħruġa skont il-Parti-FCL
Din il-liċenzja hija skont l-istandards tal-ICAO, ħlief għall-privileġġi tal-LAPL u l-EIR

EASA Form 141 Issue 2

Identifies Licence as an EASA licence

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
V	Address of holder:
VI	Nationality
VII	Signature of holder
VIII	Issuing competent authority Transport Malta – Civil Aviation Directorate
X	Signature of issuing officer and date
XI	Seal or stamp of issuing competent authority

State of Licence Issue

Your unique licence number

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

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

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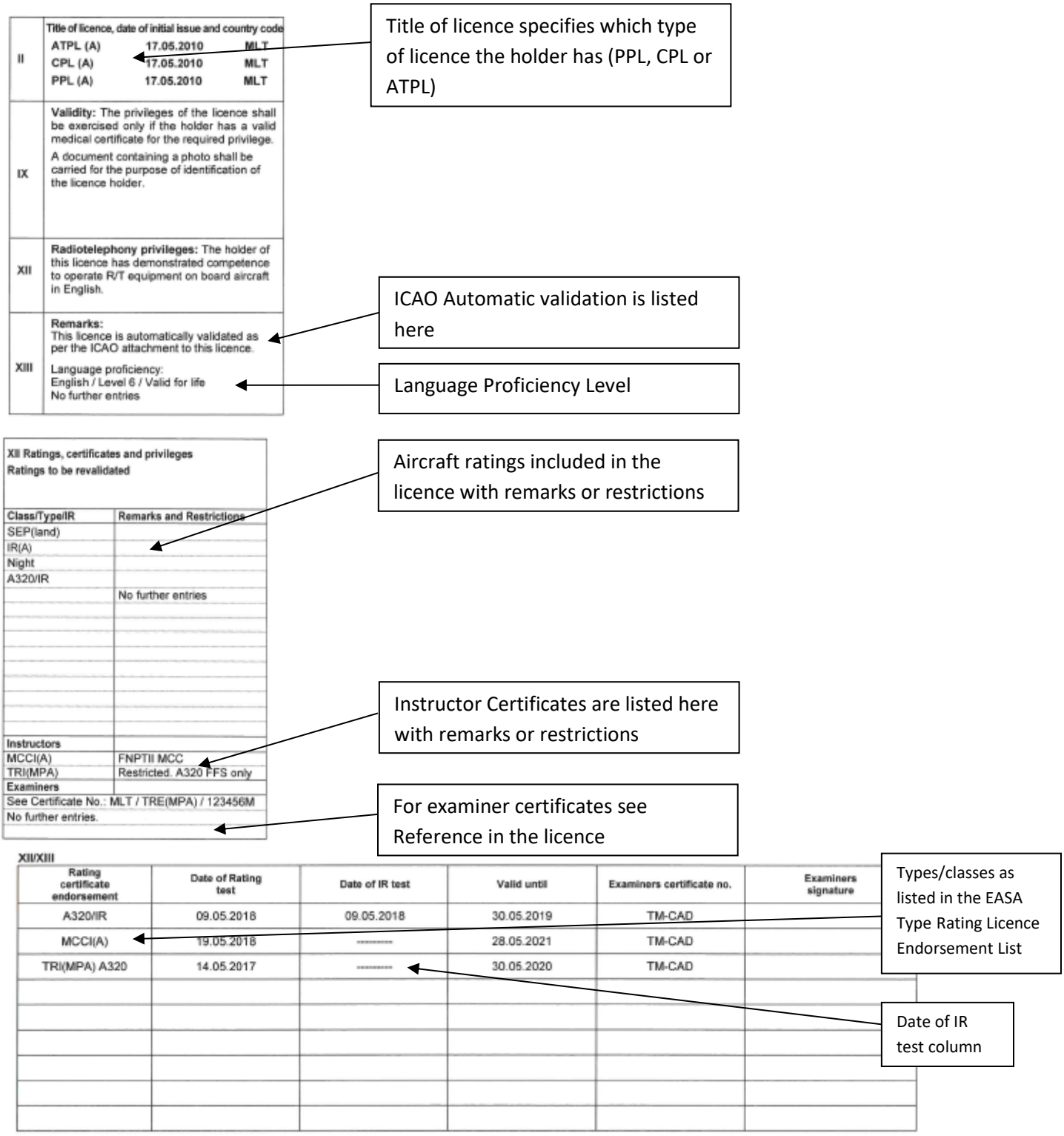

II	**Title of licence, date of initial issue and country code** ATPL (A) 17.05.2010 MLT CPL (A) 17.05.2010 MLT PPL (A) 17.05.2010 MLT
IX	**Validity:** The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege. A document containing 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 is listed here

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 or restrictions

For examiner certificates see Reference in the licence

XII/XIII

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	---------	28.05.2021	TM-CAD	
TRI(MPA) A320	14.05.2017	---------	30.05.2020	TM-CAD	

Types/classes as listed in the EASA Type Rating Licence Endorsement List

Date of IR test column

Note: If a candidates' certificate of 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 Department at TM-CAD.

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Abbreviations used in this licence	
A	Aeroplane
ATPL	Airline Transport Pilot Licence
CP	Co-Pilot
CPL	Commercial Pilot Licence
CRI	Class Rating Instructor
EASA	European Aviation Safety Agency
EIR	En-route Instrument Rating
FI	Flight Instructor
FNPTII	Flight & Navigation Procedures Trainer 2
ICAO	International Civil Aviation Organisation
IR	Instrument Rating
LAPL	Light Aircraft Pilot Licence
MCC	Multi-Crew Cooperation
MCCI	Multi-Crew Cooperation Instructor
ME	Multi-Engine
MEP	Multi-Engine Piston
R/T	Radiotelephony
SEP	Single-Engine Piston
TRI	Type Rating Instructor
TRE	Type Rating Examiner

EASA Form 141 Issue 2

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

A.7.7 Guidance on Completion of the TM-CAD issued EASA Licence

A.7.7.1 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.

Note: TM-CAD EASA licence must be intact and not cut up.

Note: If a candidates' certificate of 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 Department at TM-CAD.

A.7.7.2 Instrument Ratings

a) Overview
An Instrument Rating (IR) can be included in all Part-FCL aeroplane licences except LAPL(A). The Instrument Rating when included in a licence is, strictly speaking, a single rating. However, a pilot may be required to meet specific requirements in each class or type of aeroplane in order to use the rating in those classes or types.

b) Specifics
There are requirements to be met to initially qualify for IR privileges in single engine aeroplanes and in multi-engine aeroplanes. A further distinction is now made in Part-FCL between multi engine aeroplanes within class ratings and multi-engine aeroplanes that are single pilot non-high performance complex aeroplanes. Beyond that IR privileges are type specific for single pilot high performance and multi pilot aeroplanes.

Non-high performance complex aeroplanes are not formally defined. They are aircraft that are within the definition of Complex, but not that of High Performance. They currently comprise a

number of type rated multi engine aeroplanes that all fall within Table 14 of the Licence Endorsement Lists (Aeroplanes) that may be found on EASA's website. See under Aircraft Ratings and 'Endorsements' for details of these lists.

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 straightforward – it is 'IR' – and there will be no remarks or restrictions to place against it.

The IR revalidation and renewal requirements have an impact upon what appears in certificates of revalidation.

c) Entries for Instrument Rating Statements of Validity ('Certificates of Revalidation')
Instrument Ratings are valid for 1 year.
The approach that will be used is as follows:

(i) For single pilot high performance aeroplane types, single pilot non-high performance complex types when used in multi pilot operations and multi pilot aeroplane types, see under Aircraft Ratings and 'Endorsements'.

(ii) For IR privileges for other aeroplanes, there will be 4 variations, the texts of which are as follows:
1. 'IR-SP-SE'
2. 'IR-SP-ME class/SE'
3. 'IR-MP-ME class'
4. 'IR-SP-non HPCA'

'IR' means Instrument Rating.
'SP' means single pilot role.
'MP' means multi pilot role only.
'non-HPCA' means non-high performance complex aeroplane.

(iii) These variations are to be used in the following circumstances:
1. is used when a pilot qualifies for and maintains IR privileges in single pilot single engine aeroplanes.
2. is used when a pilot qualifies for and maintains IR privileges as pilot in command in a single pilot aeroplane that falls within a multi-engine class rating. When so qualified, the pilot can also use the IR privileges in any single engine aeroplane which he is qualified to fly. The pilot may also use the IR privileges in any single pilot non-high performance complex aeroplanes which he is entitled to fly but must have a separate IR certificate of revalidation entered in the licence using text 4 above.'
3. is used when the pilot qualifies to fly in multi pilot operations only a single pilot aeroplane that falls within a multi-engine class rating with commensurate IR privileges. When so qualified, the pilot cannot use the IR privileges in any single engine aeroplane; in any multi engine aeroplane that falls within a class rating or in any single pilot non high performance complex aeroplane which he is qualified to fly unless he separately has valid IR privileges to act as pilot in command in such aeroplanes and complies with the cross crediting arrangements in Appendix 8 to Part-FCL in which case separate IR certificates of revalidation must be entered in the licence using text variations 1. and 4. above as appropriate.

4. is used when a pilot qualifies for and maintains IR privileges as pilot in command in single pilot non-high performance complex aeroplanes. A pilot will qualify for such privileges by passing, in such an aeroplane, an IR skill test following appropriate initial IR training or by passing a proficiency check having already qualified for multi-engine IR privileges. When so qualified, the pilot can also use the IR privileges in any single engine aeroplane or in any multi engine aeroplane that falls within a class rating if separately he has valid IR privileges to act as pilot in command in such aeroplanes and complies with the cross-crediting arrangements in Appendix 8 to Part-FCL in which case separate IR certificates of revalidation must be entered in the licence using text variations 1. or 2. above as appropriate.

(iv) There is a further special case when the pilot qualifies to fly a single pilot non-high performance complex aeroplane in multi pilot operations with IR privileges. When he does so the certificate of revalidation is type specific (see under Aircraft Ratings and 'Endorsements').For such a case, the pilot can use the IR privileges as pilot in command in:

1. any other single pilot non-high performance complex aeroplane;
2. any single pilot multi engine aeroplane that falls within a class rating; and
3. any single engine aeroplane

if separately the pilot has valid IR privileges to act as pilot in command in such aeroplanes and complies with the cross-crediting arrangements in Appendix 8 to Part-FCL. Where these are used, separate IR certificates of revalidation must be entered in the licence using text variations 1. and 4. or 2. and 4. above as appropriate.

(v) Where advantage is taken of the cross-crediting arrangements in Appendix 8, the validity of IR privileges in the various classes and types to which a pilot is entitled and hence in IR certificates of validation will be the same as the validity of the IR based on the IR proficiency check referred to in the left-hand column of Appendix 8 to Part-FCL.

(vi) Where a pilot is able to take advantage of the cross-crediting arrangements in Appendix 8 to Part-FCL, a separate entry will be made for each type. This will be specific to the use of IR privileges in that type, the text of which is:
'Type/IR only'

(vii) The validity of a Type/IR entry based on cross-crediting will be the same as the validity of the type specific IR based on the IR proficiency check referred to in the left-hand column of Appendix 8 to Part-FCL.

(viii) Texts will be placed in the 'Rating' (left hand) column of the certificate of revalidation. TM-CAD will generate the necessary entries for the columns entitled, 'Date of IR Test' and 'Valid Until' as required. This gives the variations as shown overleaf:

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XII Rating - CERTIFICATE OF REVALIDATION					
Rating	**Date of Rating Test**	**Date of IR Test**	**Valid Until**	**Examiner's Certificate Number**	**Examiner's Signature**
Aeroplanes					
IR-SP-SE					
IR-SP-ME class/SE					
IR-MP-ME class					
IR-SP-non HPCA					
Helicopters					
Type/IR only					

(ix) It will not necessarily be the case that the validity of IR privileges for classes and types of aeroplane will be the same as the validity of the class and type ratings themselves. A pilot may not pilot any aircraft except as a student unless he has a valid class or type rating for that aircraft.

A.7.9.3 Aircraft Ratings and 'Endorsements'

a) Overview

Aircraft class, type ratings and aircraft endorsements, will be entered in the left-hand column of Part XII the appropriate licence.

(i) All aeroplane rating entries will follow the wording in the aeroplane Class and Type Rating Lists and Licence Endorsement Lists on EASA's website.
(ii) Remarks identifying limitations and extensions related to individual aircraft ratings will, as appropriate, be entered against those ratings and 'endorsements' in the right-hand column of Section XII.
(iii) Revalidations will only be entered in licences which include aircraft class and type ratings; i.e. PPLs, CPLs, MPLs and ATPLs. LAPLs, SPLs and BPLs do not have aircraft class and type ratings, only 'endorsements'.
(iv) The first column of the Revalidation, the 'Rating/certificate endorsement' column in Section XII/XIII will include relevant details to identify privilege being revalidated.
(v) A revalidation will include the class or type rating entry as it appears in Part XII (however TM-CAD issues revalidations entries showing a specific variant from within the rating on which the proficiency check was conducted).
(vi) Revalidation entries will incorporate text to identify applicable limitations or extensions as required.

b) Specifics

The approach is as follows:

(i) The text for a class or type rating will be taken from the Licence Endorsement columns of the

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lists on the EASA website.

(ii) The text will be placed in the Class/Type/IR (left hand) column of Part XII of the licence.

(iii) Related remarks and restrictions will be placed in the Remarks and Restrictions (right hand) column of Part XII.

(iv) In the case of aircraft types certificated for operation by a single pilot, the protocol established for distinguishing where the aircraft concerned is operated in the single pilot role or the multi pilot role or both is:

Single pilot role: 'SP' in right hand column
Multi pilot role only: 'MP' in right hand column
Single and multi-pilot: 'SP/MP' in right hand column

(v) 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; ('MP' is inherent in the rating).

(vi) Thus, there will be provision for variations as shown below:

XII	**Ratings, certificates and privileges**
Class/Type/IR	**Remarks and Restrictions**
Type Rating	'SP' (for a single pilot type in which the pilot has qualified to fly the type in the single pilot role)
Class or Type Rating	'MP' (for a single pilot class or type in which the pilot has qualified to fly the class or type in the multi pilot role only)
Type Rating	'SP/MP' (for a single pilot type in which the pilot has qualified to fly the type in both single and multi-pilot roles)
Type Rating	(for an aeroplane type certificated for a minimum crew of 2 pilots)

It is to be noted that under Part-FCL, a 'multi-pilot only' limitation may be applied to a class of aeroplanes, e.g. to an MEP class rating.

(vii) Provision will be made for aircraft type ratings to be further distinguished by additional limitations and one extension to rating privileges. These will be:

1. A limitation for line flying under supervision;
A limitation for line flying under supervision may be required when so determined in operational suitability data established in accordance with Part 21 (see FCL. 720.A(g)).

'With instructor'

2. A co-pilot limitation;
A co-pilot limitation may be required by virtue of a number of provisions of Part-FCL or if a pilot has qualified only as co-pilot on a particular type (see FCL. 405.A(a); FCL.505.A; FCL.720.H(b) and Appendix 9, Section A – General, paragraph 10).

3. Cruise Pilot
To be determined.

4. **A VFR only limitation.**
A VFR only limitation will only be applicable to a multi pilot aeroplane rating or a single pilot high performance complex aeroplane rating. It is applied 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 – Specific Requirements for the Aeroplane Category, paragraph 6 – Multi pilot

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aeroplanes and single pilot high performance complex aeroplanes, sub paragraph (c)).

No remark

The VFR 'limitation' will be inferred in the type rating's certificate of revalidation by the omission of a reference to type specific Instrument Rating privileges being valid.

A.7.9.4 **Entries for Aircraft Rating Statements of Validity ('Certificates of Revalidation')**
This gives the variations as shown below:

XII Rating - CERTIFICATE OF REVALIDATION					
Rating	**Date of Rating Test**	**Date of IR Test**	**Valid Until**	**Examiner's Certificate Number**	**Examiner's Signature**
Class/MP					
For single pilot aeroplanes and helicopters					
Type/SP					
Type/SP/MP					
Type/SP/IR					
Type/MP/IR					
Type/SP/MP/IR					
Additionally, for single pilot high performance complex aeroplane types					
Type/SP/IR					
Type/MP/IR					
Type/SP/MP/IR					
For multi pilot aeroplanes					
Type					
Type/IR					
Type/IR					
For multi pilot helicopters					
Type/MP					
Type/MP/IR					

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APPENDIX 8 – OPERATOR PROFICIENCY AND TRAINING PROGRAMMES

A.8.1 Neither the ANO nor AIR OPS give specific guidance on the conduct of recurrent checks and the standards that should be required. However, both require the flight crewmember to demonstrate competence in carrying out normal, abnormal and emergency procedures, indeed EASA Part-FCL Appendix 9 is clear on the requirement to always demonstrate safe technical and non-technical operating standards. It is therefore 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. An operator may wish to set higher standards for recurrent checking and indeed incorporate 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.8.2 AOC Operators shall specify their company requirements for recurrent checking in their Operations Manual Part D (Training), for acceptance by their assigned FOI.

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 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 or captains and guidance to training captains provided on the general conduct.
These shall include the following considerations:

a) 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.
b) 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 TM-CAD 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.

A8.8.3 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.

A8.8.4 An examiner wishing to conduct OPCs shall;

a) hold a valid EASA SFE or TRE certificate with OPC privileges; and
b) have no restrictions on conducting Part-OPS training and checking; and
c) 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 TM-CAD.

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 TM-CAD.

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.

2) EVALUATION PHASE

The purpose of the evaluation phase may be to:

a. 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)
b. 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.

3) 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.

4) 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, RNPAR, 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.

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

a) 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. TM-CAD 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.
b) Compliance with the aircrew regulation and requirements surrounding ground training requirements shall be complied with.
c) Training staff shall be appropriately trained in accordance with any specific regulations in force to deliver additional ground training.
d) Training records shall be maintained clearly demonstrating where required elements of the operator's ground training syllabus have been completed.
e) 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

a) TM-CAD 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 :

Appendix 9 and TM/CAD/0161 have been revised at section 3.7.

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 completed at least every 12 months.

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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.

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APPENDIX 9 – TRI

A.9.1 Type Rating Instructor Certificates

a) Overview

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

b) Specifics

TRI certificates are valid for 3 years.
The approach used for aircraft class and type ratings will also be used for TRI certificates.
The approach that will be used is as follows:

(i) The current practice of having an entry for each type on which type rating instructor privileges are gained will continue.

(ii) 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'.

(iii) The text will be placed in the 'Instructor' (left hand) column of Part XII of the licence.

(iv) Related remarks and restrictions will be placed in the Remarks and Restrictions (right hand) column of Part XII.

(v) In the case of aircraft certificated for operation by a single pilot, the protocol established for distinguishing where the aircraft concerned is operated in the single pilot role or the multi pilot role or both is:

Single pilot role: 'SP' in right hand column
Multi pilot role only: 'MP' in right hand column
Single and multi-pilot: 'SP/MP' in right hand column

(vi) For aeroplanes that are certificated for operation by a minimum of 2 pilots in all circumstances no 'MP' remark is required to be added to the right-hand column of Part XII.

(vii) Thus, there are four variations as shown below:

XII	Ratings, certificates and privileges Ratings to be revalidated
Instructor	Remarks and Restrictions
TRI Type Rating	SP (For TRI when qualified on type in the single pilot role)
TRI Type Rating	MP (For TRI qualified on a single pilot type in the multi pilot role only)
TRI Type Rating	SP/MP (For TRI when qualified on type in both single and multi-pilot roles)
TRI Type Rating	(For a multi pilot aeroplane)

(viii) Provision is made to further distinguish type rating instructor privileges with additional limitations and one extension to rating privileges which will also be placed in the remarks and restrictions (right hand) column of Part XII. These entries shall always appear after the entries shown in paragraph 7 above.

(ix) Entries for Type Rating Instructor Certificate Statements of Validity ('Certificates of Revalidation'):

A pilot must qualify for TRI privileges on each type of aeroplane for which instructor privileges are sought. The approach that will be used is as follows:

1. Entries will be made for each type.
2. Each entry will comprise 'TRI' followed by type rating as taken from the Licence Endorsement columns of the lists on the EASA website.
3. The text will be placed in the 'Rating' (left hand) column of the Revalidation.

TM-CAD will generate the necessary entries for the columns entitled 'Date of Rating Test', and 'Valid Until' as required. An entry will be as shown below:

XII/XIII–Rating Certificate Endorsement					
Rating	**Date of Rating Test**	**Date of IR Test**	**Valid Until**	**Examiner's Certificate Number**	**Examiner's Signature**
TRI type					

A.9.2 TRI and SFI – General, revalidation and renewal requirements

A.9.2.1 General

a) Part-FCL requires SFIs and TRIs to revalidate their instructor certificate by satisfying the requirements detailed in FCL.940.TRI or FCL.940.SFI.
b) FCL.940 – SFI and TRI certificates shall be valid for a period of three years.
c) All training for the issue, revalidation or renewal of a TRI/SFI certificate must be carried out by an Approved Training Organisation (ATO) in accordance with an Approved TRI/SFI Course.
d) There are risks when training is conducted on aircraft. These risks are increased when the TRI, even though valid in licensing terms, is out of practice. For this reason, operators and ATOs shall control and minimise risks through their Safety Management Systems. This may include appropriate practice and/or refresher training in the FFS or aircraft prior to conducting aircraft training.
e) The endorsements "A/C only" being '"Excluding emergency/abnormal procedures" or unrestricted when added to 'FFS' all require 'upgrade' courses of appropriate duration.
f) 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(A) FFS Only', 'TRI(A) A/C Only or TRI(A) being '"Excluding emergency/abnormal procedures" or unrestricted 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. (FCL.935)
g) An AoC for initial grant of a TRI with aircraft restricted or unrestricted privileges must be conducted on the aircraft.
h) 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.

A.9.2.2 TRI Revalidation

1) For the revalidation of a TRI(A) certificate, applicants shall, within the 12 months immediately preceding the expiry date of the certificate, fulfil one of the following three requirements:
   a. Conduct one of the parts of a type rating course, recurrent, renewal or remedial training

with at least one simulator session of at least 3 hours or one air exercise of at least 1 hour comprising a minimum of two take-offs and landings;

b. Receive instructor refresher training as a TRI(A) at an ATO;
c. Pass the assessment of competence in accordance with FCL.935.

2) For at least each alternate revalidation of a TRI certificate, holders shall have to pass the assessment of competence in accordance with FCL.935.
3) If TRIs hold a certificate in more than one type of aircraft and if it is part of a recommendation of the OSD within the same category, the assessment of competence taken on one of those types shall revalidate the TRI certificate for the other types held within the same category of aircraft
4) If the applicant holds restricted or extension of privileges to their TRI certificate, the following shall be accepted for revalidation by AoC:
   - Aircraft only – Shall be revalidated in an aircraft and airborne emergencies shall be simulated
   - FFS Only – Shall be revalidated in an FFS
   - FFS and Aircraft (restricted and unrestricted) – May be revalidated in an FFS or aircraft. If revalidated in an FFS, it shall incorporate an in-seat element demonstrating relevant aircraft training skills (NB: if in-seat is conducted the relevant box in the application form shall be ticked). If revalidated in an aircraft, this will also revalidate FFS privileges.

Note: ATO's shall define requirements for refresher training and assessments of competency within their respective documentation and this should be acceptable to the TM-CAD.

A.9.2.3 TRI Renewal

For the renewal of a TRI(A) certificate the applicant shall fulfil the following requirements:

(i) Complete within the last 12 months preceding the application at least 30 route sectors, to include take-offs and landings on the applicable aeroplane type, of which not more than 15 sectors may be completed in a flight simulator.

(ii) Complete the relevant parts of a TRI course at an ATO. The content of this training shall be determined by the ATO's Head of Training taking into account the length of time that the certificate has lapsed. If the applicant's certificate has lapsed for a period greater than 12 months, then some training in an FFS or FTD 2 shall be required.

(iii) Conduct three hours of flight instruction on the applicable type of aeroplane under the supervision of a TRI(A).

a) TRI(A) requiring Aircraft privileges only:
The three hours of flight instruction must include a minimum of one hour of instruction in an aircraft which includes a minimum of two take-offs and landings, the remaining time may be conducted in a simulator of the applicable type with the TRI(A) providing instruction from a pilot's seat.

b) TRI(A) requiring Aircraft and Simulator privileges:
The three hours of flight instruction must include a minimum of one hour of instruction in an aircraft which includes a minimum of two take-offs and landings, the remaining time may be conducted in a simulator of the applicable type with the TRI(A) providing instruction from the instructor station.

c) TRI(A) Restricted – Simulator only:
The three hours of flight instruction shall be conducted in a simulator of the applicable type with the TRI(A) providing instruction from the instructor station.

Note 1: The three hours of flight instruction in paragraph (iii) shall, either be part of a complete type rating course or be recurrent/remedial training for the issue, revalidation or renewal of a type rating.

Note 2: The TRI(A) who provides the supervision required in FCL.940.TRI(b)(1)(iii) must hold the appropriate privileges for the instruction being given, i.e. if the instruction is given in an aircraft then the supervising TRI(A) must hold appropriate aircraft privileges.

Note 3: All the training undertaken to satisfy the requirements for the renewal of a TRI(A) certificate must be conducted under the management of an ATO.

Note 4: 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 appropriate TRI(A) privileges on type and at least an 'FFS' TRE Authorisation with '(a)(5)' privileges (FCL.1005.TRE AMC1 FCL.930.TRI). 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.

Note 5: ATO's shall define requirements for refresher training and assessments of competency within their respective documentation and this should be acceptable to TM-CAD.

A.9.2.4 SFI Revalidation

For the revalidation of an SFI(A) certificate the applicant shall, within the validity period of the certificate, fulfil two of the following three requirements:

(i) Experience (FCL.940.SFI.(a)(1)):
Complete 50 hours as an instructor or an examiner in FSTDs, of which 15 hours shall be within the 12 months preceding the expiry date of the SFI certificate.

(ii) Refresher Training (FCL.940.SFI.(a)(2)):
Receive instructor refresher training as a SFI at an ATO. The instructor refresher training for the SFI must be determined by the ATO on an individual basis. The procedure for determining the extent and content of the training shall be detailed within the ATO's training manual.

An ATO may deem it acceptable that refresher training is planned for a group of instructors in a seminar style in a classroom. However, the ATO shall ensure that the refresher training adequately addresses the needs of the individual instructor and shall include practical training where necessary.

The ATO shall record the training delivered and issue a course completion certificate as evidence of this refresher training having been completed.

(iii) Assessment of Competence (AoC), (FCL.940.SFI.(a)(3)):
Pass an AoC within the 12 months preceding the expiry date of the certificate. The assessment must consist of at least three hours of flight instruction on the applicable FSTD.

Note 1: An AoC for the issue, renewal or revalidation of an SFI(A) must be conducted by an

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examiner nominated by the ATO for the purpose. The examiner must hold a valid TRI(A) or SFI(A) and a TRE/SFE Authorisation with '(a)(5)' privileges. (FCL.1005.(a)(5)). Examiners are reminded that they cannot conduct an AoC for the issue, revalidation or renewal of TRI/SFI privileges greater than the valid TRI/SFI privileges they hold.

A.9.2.4.1 For at least each alternate revalidation of an SFI(A) certificate, the holder shall have to pass an AoC as an SFI on one of the types within the certificate, as detailed in (iii) above. It is not necessary for an AoC to be conducted on each type within the SFI certificate for revalidation purposes.

Note 1: Examiners conducting annual proficiency checks on the specific aircraft type(s) representing the type(s) for which the privileges held on the SFI Certificate, will comply with the validity period requirements of ARA.FCL.215, in that they shall extend the validity period until the end of the relevant month.

A.9.2.4.2 SFIs providing instruction for the renewal or revalidation of the instrument flying privileges that are associated with type ratings are required to comply with FCL.905.SFI(a):

FCL.905.SFI SFI – Privileges and Conditions
The privileges of an SFI include the conduct of synthetic flight instruction, within the relevant aircraft category, for the issue, revalidation and renewal of an IR, provided that the SFI holds or has held an IR in the relevant aircraft category and has completed an IRI training course.

A.9.2.5 SFI Renewal

For the renewal of an SFI(A) certificate the applicant shall, within the 12 months preceding the application:

(i) Complete the simulator content of the SFI training course.

(ii) Receive instructor refresher training as an SFI at an ATO. The content of this training shall be determined by the ATO's Head of Training taking into account the length of time that the certificate has lapsed. If the applicant's certificate has lapsed for a period greater than 12 months, then some training in an FFS or FTD 2 shall be required.

The procedure for determining the extent and content of the training shall be detailed within the ATO's training manual. The refresher training shall therefore address all elements of the SFI role including briefing, practical training, debriefing and completion of all associated paperwork. The procedure for determining the extent and content of the training shall be detailed within the ATO's training manual.

An ATO may deem it acceptable that refresher training is planned for a group of instructors in a seminar style in a classroom. However, the ATO shall ensure that the refresher training adequately addresses the needs of the individual instructor and shall include practical training where necessary.

The ATO shall record the training delivered and issue a course completion certificate as evidence of this refresher training having been completed.

(iii) Pass an AoC.
The assessment must consist of at least three hours of flight instruction on the applicable FFS.

Note 1: A pilot holding a valid type rating is deemed to have met the requirement detailed in (i) above. (FCL.930.SFI (a)(1)).

A.9.3 TRI/SFI expiry dates

A.9.3.1 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.

A.9.3.2 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.

A.9.3.2 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.

A.9.4 TRI/SFI Assessment of Competency

A.9.4.1 All instructors shall be assessed in the following competences:

a. preparation of resources;
b. creating a climate conducive to learning;
c. knowledge;
d. integration of threat and error management (TEM) and Human Factors principles
e. management of time to achieve training objectives;
f. facilitation of learning;
g. assessment of knowledge skills and attitudes and overall competency
h. monitoring and reviewing progress;
i. evaluation of training sessions; and
j. report outcome

A.9.4.2 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) 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.

(a) This assessment shall include:
  (1) the demonstration of the competencies described in FCL.920 and standards document 43, during pre-flight, post-flight and theoretical knowledge instruction;
  (2) 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
  (3) exercises adequate to evaluate the instructor's competencies.

(b) The assessment shall be performed on the same class or type of aircraft or FSTD used for the flight instruction.

(c) 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.

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(d) 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.

(e) 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.

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).

(f) 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.

(g) The assessment of competence for a TRI for single-pilot high-performance complex aeroplanes shall be conducted in:
(1) an available and accessible FFS; or
(2) a combination of FSTD(s) and the aircraft if an FFS is not available or accessible; or
(3) an aircraft if no FSTD is available or accessible (subject to acceptance by TM-CAD for using an aircraft for test).

A.9.5 TRI AoC, examiner scheduling

a. 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.
b. 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.
c. If the TRI has extension of aircraft privileges restricted or unrestricted, then there shall be an in seat instructional element to the TRI AoC.
d. Even though the two assessments may be combined, separate reports and TM/CAD/0179 shall be completed.

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.

A.9.6 TRI Restricted privileges and extension of privileges

1) If the TRI training is carried out in an FFS only, the privileges of TRIs shall be restricted to training in the FFS.

The restriction shall be removed when TRIs have completed the respective parts of the training programme under an ATO approved by TM-CAD.

In this case, TRIs may conduct line flying under supervision, Take-Off and landing, or aircraft training, provided that the TRI training course has included additional training for this purpose.

2) The privileges of TRIs are restricted to the type of aeroplane in which the training and the assessment of competence were conducted. Unless otherwise determined in the OSD, the privileges of TRIs shall be extended to further types when TRIs have:
a. completed within the 12 months preceding the application, at least 15 route sectors, including take-offs and landings on the applicable aircraft type, of which 7 sectors may be completed in an FFS;

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b. completed the relevant parts of the technical training and flight instruction parts of the applicable TRI course;
c. passed the relevant sections of the assessment of competence in accordance with FCL.935 in order to demonstrate to an FIE or a type rating examiner (TRE) qualified in accordance with Subpart K their ability to instruct a pilot to the level required for the issue of a type rating, including pre-flight, post-flight and theoretical knowledge instruction.

3) The privileges of TRIs shall be extended to further variants in accordance with the OSD when TRIs have completed the relevant parts of the technical training and flight instruction parts of the applicable TRI course.

Extensions of privileges and the respective licence endorsement as in section 4.1

A.9.7 Refresher Training (FCL.940.TRI(a)(1)(ii))

The instructor refresher training for the TRI must be determined by the ATO on an individual basis. The procedure for determining the extent and content of the training shall be detailed within the ATO's training manual. The ATO shall record the training delivered and issue a Course Completion Certificate as evidence of this refresher training having been completed.

As instructor refresher training for a TRI revalidation will only be required when the TRI has not met the TRI experience requirements detailed in FCL.940.TRI(a)(1)(i),

The refresher training shall therefore address all elements of the TRI role including briefing, practical training, debriefing and completion of all associated paperwork. As refresher training is an alternative to an Assessment of Competence as a means of revalidation, the ATO must ensure that the TRI has been trained to a proficient standard.

A.9.8 TRI/SFI Examiner – TRE or SFE (a)(5)

A.9.8.1 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)

A.9.8.2 Therefore the following procedure is the policy of TM-CAD for examiners wishing to both extend or retain their privileges to hold (a)(5) and TRI/SFI Examiner.

a. 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;
b. 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).
c. 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.

A.9.8.3 Form TM/CAD/0178 shall be submitted to cadpel.tm@transport.gov.mt signed by the applicant and the Head of Training of an ATO holding the subsequent course approval.

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A.9.8.4 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 TM-CAD.

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APPENDIX 10 – AUTHORISATION AND DISCIPLINARY ACTION

A.10.1 Introduction

TM-CAD may, in accordance with Article 168 of the ANO 2016, authorise a person to conduct such examinations or tests as it may specify. This policy sets out the basis on which TMCAD authorises persons under this provision. TM-CAD requires to be satisfied 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, TM-CAD will consider the matters set out below. If TM-CAD ceases to be so satisfied about an authorised examiner, it will take appropriate action.

A.10.2 Requirements for TM-CAD to be satisfied that a person is fit and qualified to be authorised as an examiner include:

a) Demonstrate compliance with the ANO, Rules of The Air Regulations, AIR OPS, Part-FCL and good aviation practice in respect of their own flight operations.
b) Have licences and ratings as required for the exercise of their examining privileges.
c) Agree to comply with standardisation and currency requirements as determined by TM-CAD.
d) Agree to keep records of flight tests and make them available for inspection when required by the TM-CAD.
e) Be of good character and have integrity.
f) Conduct tests impartially and without fear or favour in accordance with the procedures and standards for testing as determined by TM-CAD.
g) 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.

It is essential that examiners have the trust and respect of TM-CAD, the applicants for tests, and the aviation community in general.

A.10.3 Disciplinary action

If it becomes apparent that an examiner is failing to achieve the standards expected of him, TM-CAD will take appropriate steps to rectify the situation. Among the courses of action available are the following:

a) Interview.
b) Formal Warning.
c) Requirement for re-training and/or re-testing of examiner skills.
d) Suspension of Examiner Certificate.
e) Revocation of Examiner Certificate.

The course of disciplinary action will depend on the circumstances of the individual case. Flight Operations Manager (Training & Technical) in consultation with the TM-CAD Inspector may mandate remedial action such as retraining/testing, an interview or a formal warning. A certificate may be suspended until such remedial action is completed.

Flight Operations Manager (ATO&FCL) will take suspension or revocation action where it is considered that TM-CAD 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 Regulation 6(5) of the Civil Aviation Authority Regulations 1991, as amended.

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A.10.4 Disciplinary Procedures

INTRODUCTION

This procedure documents the actions to be employed by TM-CAD for taking disciplinary action when an examiner fails to maintain the standards of conduct required.

POLICY OR POLICY REFERENCE

- ANO
- CS-FSTD
- Part-FCL
- AIR OPS

PURPOSE AND SCOPE

To ensure that examiners conduct themselves with the appropriate level of skill, integrity and good judgement and that they are following procedures and regulations regarding their conduct of tests and their conduct as aviators.

ACTIONS

Step	Requirements	
1Receive Complaint		
2 Section Head	• Report to FOM ATO&FCL • FOM ATO&FCL opens file on case. • FOM ATO&FCL organises investigation into complaint.	
3 Investigate complaint	• If complaint is not supported by evidence, FOM ATO&FCL makes report to that effect and closes file. • If complaint is supported by evidence, consider immediate suspension of Examiner Certificate pending corrective action.	
4 If suspension is necessary Suspend Examiner Authorisation	• FOM ATO&FCL sends letter to examiner suspending Examiner Authorisation pending further investigation or corrective action informs Legal Department. • The letter of suspension shall be sent as soon as there is sufficient evidence of a problem; delays may result in the examiner continuing to conduct tests improperly.	
5 Consider and Notify Examiner of Corrective action required	Possible corrective actions FOM ATO&FCL decides what corrective action is required): • Admonish. • Interview. • Retraining. • Re-test as examiner. • Revoke Examiner Certificate. Examiner is notified of the required corrective action.	
6 Implement/ Monitor and complete corrective action	• Issue admonishment. • Interview. • Retraining as examiner. • Re-test as examiner. • Revoke examiner certificate.	• FOM ATO&FCL • FOM ATO&FCL • Course Provider. • TM-CAD Inspector. • FOM ATO&FCL informs Legal Dept.
7. Complete Case Actions	• Re-instate examiner certificate (if appropriate) by letter when corrective action complete – FOM ATO&FCL • Inform Legal Department. • Record corrective actions completed • Close file and save to examiner's personal file.	

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APPENDIX 11 – REGULATORY REFERENCE MATERIAL AND USEFUL LINKS

The Air Navigation Order

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
- Malta AIP - be familiar with all current applicable Aeronautical Information Circulars.
- ICAO – Pans-Ops 8168.
- TM-CAD Information Notices

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APPENDIX 12 – CONTACT DETAILS

For any emails relating to examiner matters and licensing policy, instructor matters, licensing issues or designation of examiners for skill tests, applications to use aircraft for tests and informing TM-CAD for conducting proficiency checks and assessments of competence when required to do so please use the following email address:

cadpel.tm@transport.gov.mt

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APPENDIX 13 – THE EU GENERAL DATA PROTECTION REGULATION

Responsibilities of Examiners:

A16.1 The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directives 95/46/EC.

A16.2 As an examiner carrying out skill tests, proficiency checks or assessments of competence on behalf of TM-CAD it is important that you understand the provisions of the Regulation and safeguard personal data that you collect during testing accordingly. Central to the Regulation are the 6 principles of data protection:

A16.3 Personal data shall be:

d) Processed lawfully, fairly and in a transparent manner in relation to individuals;
e) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
f) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
g) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
h) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
i) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
j) Not be transferred to a country or territory outside the European Economic Area (EEA), unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects.
k) Applying these principles to the official records that you keep after flight events, i.e. the appropriate TM-CAD forms or examiner records, these records must be:
    (i) Not used for any other purpose than as test records.
    (ii) Kept for only as long as necessary. You shall keep records for 5 years and then destroy them. ATO's and AOC's must retain data for 3 years.
    (iii) Not disclosed to any unauthorised person. Disclosure shall be limited to the test subject, CFI, HT, new examiner and appropriately authorised members of TM-CAD.
    (iv) Kept securely – i.e. in a locked cabinet or drawer.
    (v) Not transferred outside the EEA (e.g. to the USA, New Zealand or South Africa) without the permission in writing of the data subject. If you are examining outside the EEA then you should maintain normal personal records but shall not allow these records (apart from flight details and the test result itself) to form any part of the official records of the organisations for which you are working or at which the applicant is a student.

A16.4 Data Breaches

Any loss of information or equipment containing personal data handled and/or processed on behalf of TM-CAD, including by TM-CAD employees, agency staff and contractors, no matter how small, must be reported to the External Response Team immediately so that any potential risk can be mitigated. Unauthorised access to personal data is also considered as a data breach. Anyone discovering or

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suspecting a breach (loss of personal data, theft, wrongful disclosure or unauthorised access) in relation to personal information handled by or on behalf of TM-CAD must report the incident to the ERT immediately.

A16.5 It shall be noted that examiners might have to produce any of their records under the Freedom of Information Act 2000.

A17 All TM-CAD forms include the data protection details.

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