



**BRITISH GLIDING ASSOCIATION
EXAMINERS' HANDBOOK
(EASA COMPLIANT VERSION)**

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CAP 804

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GLOSSARY OF TERMS USED THROUGHOUT THIS HANDBOOK

AMC	Acceptable Means of Compliance	LAPL	Light Aircraft Pilots Licence
AoC	Assessment of Competence	LSI	Licensing Standards Inspector
ARA	Authority Regulations Aircrew	MGI	Motor Glider Instructor (BGA)
ATC	Air Traffic Control	N/F	Not Flown
ATO	Approved Training Organisation	NAV	Navigation
CAP	Civil Aviation Publication	NOTAM	Notice to Airmen
CFI	Chief Flight Instructor	NPPL	National Private Pilots Licence
CofE/T	Certificate of Experience / Test	ORA	Organisation Requirements Aircrew
CofR	Certificate of Revalidation	Part-FCL	Implementing Rules – Flight Crew Licensing
CRM	Cockpit/Crew Resources Management	Part-MED	Implementing Rules – Medical
EASA	European Aviation Safety Agency	P1	Pilot in Command
EFATO	Engine Failure after take-off	PC	Proficiency Check
FCL	Flight Crew Licensing	PIC	Pilot in Command
FCS	Flight Crew Standards	PICUS	Pilot in Command under Supervision
FE	Flight Examiner	PLOG	Pilot Navigation Log
FE(PPL)	Flight Examiner for PPL skill test	PPL	Private Pilots Licence
		Pu/t	Pilot under training
FI	Flight Instructor	RTF	Radiotelephony
FIC	Flight Instructor Course (Instructor)	R/T	Radiotelephony
FIE	Flight Instructor Examiner	SLMG	Self-launching Motor Glider
FI(R)	Flight Instructor (Restricted)	SPIC	Student Pilot in Command
HT	Head of Training	SSEA	Simple Single Engine Aeroplane
IN	CAA Information Notice	ST	Skill Test
INC	Incomplete	Tech log	Technical Log
L&TS	Licensing & Training Standards	TMG	Touring Motor Glider
		TSI	Training Standards Inspector
		VMC	Visual Meteorological Conditions
		WX	Weather

Index to CAA issued Standards Documents

Standards Document No	Title
10(A)*	<i>Guidance for Instructors, Authorised Flight Instructor Course providers and Authorised Flight Instructor Examiners(Aeroplane)</i>
11*	<i>Provision and Conduct of Ground Examinations for the Private Pilot Licence Aeroplanes & Helicopters (including Registration of the Training Facility & Authorisation of Examiners)</i>
14(A)*	<i>Guidance for Examiners and Information for Pilots - Single Pilot Aeroplanes (SPA). Class, Type and Instrument Rating Skill Tests and Proficiency Checks [Excluding single-pilot high performance complex aeroplanes]</i>
17	<i>Class and Type Rating (SPA) Oral Examination Aide Mémoire for Examiners</i>
19(A)*	<i>Notes for the Guidance of Applicants taking the LAPL/PPL Skill Test (Aeroplanes)</i>
21*	<i>Standardisation and Certification of Examiners Aeroplane and Helicopter</i>
22	<i>Requirements for Approval of Flight Instructor Refresher Seminars</i>
31*	<i>Organisations Conducting CAA and Part-FCL Approved courses of Flight and Ground Training</i>

* Documents marked with an asterisk are available in PDF docs at www.caa.co.uk/fclstandards

CAA issued FORMS

All forms relating to flight crew licensing and flight examining are available on the Licensing and Training Standards web site as PDF documents at:

www.caa.co.uk/fclforms

These forms are subject to amendment. Examiners should only download forms when they are required to ensure that the current form is used.

SRG1105S [Sailplane - Application for Part-FCL Sailplane Pilot Licence and Light Aircraft Pilot Licence](#)

SRG2129 [Examiner Report - Failure of Test](#)

SRG2132 [Examiner Report for SPL/LAPL\(S\) Skill Test](#)

SRG1131 [Application for Issue of an Instructor Certificate in Accordance with Part-FCL](#)

SRG1135 [Application for the Revalidation or Renewal of an Instructor Certificate in Accordance with Part-FCL](#)

SRG1169 [Examiner's Record - FI\(R\)/FI/CRI/IRI/FIC Authorisation Test/Check](#)

CAP 804 - Flight Crew Licensing: Mandatory Requirements, Policy and Guidance

CAP 804 contains the rules set out in the European Aircrew Regulation pertaining to pilot licences that are issued by the CAA under European legislation. It notifies the requirements, policy and guidance material that applies to Flight Crew Licences issued by the United Kingdom Civil Aviation Authority and to the training for those licences. The requirements to be complied with for the grant and continued validity of Flight Crew Licences (and associated ratings and certificates) issued under the UK Air Navigation Order are also notified by means of this publication.

CAP 804 is available from the Civil Aviation Authority website at www.caa.co.uk/cap804.

All examiners should have ready access to and be familiar with the current version of CAP 804.

INDEX TO RELEVANT EASA DOCUMENTS

Reference	Version	Title
EASA Part-FCL	25.11.2011	Flight Crew Licensing. Annex 1 to the EASA Aircrew Regulation
EASA Part-MED	25.11.2011	Medical. Annex IV to the EASA Aircrew Regulation
EASA Part-ARA	05.04.2012	Authority Requirements Aircrew. Annex VI to the EASA Aircrew Regulation
EASA Part-ORA	05.04.2012	Organisation Requirements Aircrew. Annex VII to the EASA Aircrew Regulation
AMC & GM to Part-FCL	15.11.2011	
AMC & GM to Part-MED	15.12.2011	
AMC & GM to Part-ARA	19.04.2012	
AMC & GM to Part-ORA	19.04.2012	
EASA CS-22	AL2-03/09	Sailplanes and Powered Sailplanes

Note: Version numbers correct as at September 2012

The EASA Aircrew Regulation is Commission Regulation (EU) No 1178/2011 as amended.

Published EASA documents can be viewed on the Internet at www.easa.europa.eu

Specifically, the EASA Regulations described above can be viewed at:

<http://www.easa.europa.eu/regulations/regulations-structure.php>.

Section 1 EXAMINER REQUIREMENTS AND CERTIFICATION

1.1. Legal Basis for Examining

- 1.1.1. Any pilot who intends to fly an “EASA aircraft” registered in the EU after the applicable dates will have to hold an appropriate EASA licence (or a validation if he has a licence from a country that is not an EASA Member State). In some circumstances the licensing requirements will also apply to the pilots of EASA aircraft registered outside the EU. The EASA Aircrew Regulation is split into a ‘cover’ regulation to which are attached several annexes known as parts: Part-FCL (Annex I) covers pilot licensing; Part-MED (Annex IV) covers medical rules; Part-ARA (Annex IV) covers rules for aviation authorities; Part-ORA (Annex VII) covers rules for training organisations. These are known as the Implementing Rules.
- 1.1.2. Part-FCL and Part-ARA lay down the rules governing the issue of licences, ratings and certificates, including examiner certificates.

1.2. Examiner Certification

- 1.2.1. There are two sailplane examiner roles

Flight Examiner (FE)
Flight Instructor Examiner (FIE)

In addition Flight Instructor Examiners may be appointed as Senior Examiners with authorisation to conduct assessments of competence for the certification of examiners.

- 1.2.2. The CAA will issue examiner certificates to suitably qualified persons of integrity to conduct skill tests, proficiency checks and assessments of competence. The minimum qualifications for Examiners are set out in Part-FCL Subpart K. Examiner’s responsibilities and privileges will be notified individually, in writing, by the CAA.
- 1.2.3. The CAA is empowered to grant flight crew licences subject to the rules laid down in the EASA Implementing Rules. The CAA must ensure that any applicant has qualified by reason of knowledge, competence and skill to hold the appropriate licence, rating or certificate. The CAA will issue certificates to suitably experienced and qualified pilots as examiners to conduct the necessary skill tests, proficiency checks or assessments of competence. The certificate issued to each examiner indicates the current extent to which the examiner can test. Examiners must ensure that their certificate accurately reflects their authority to conduct the required test on the required Type/Class.
- 1.2.4. Examiners shall hold a licence and rating or certificate granting privileges at least equal to the licence/rating/certificate applied for by the applicant and the privilege to instruct for the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is being conducted. Examiners shall be qualified to act as pilot in command of the aircraft during a skill test, proficiency check or assessment of competence and shall meet the applicable experience and standardisation requirements- Examiners holding a limited medical category must inform CAA Flight Crew Standards and may have their examiner authorisation restricted; details of such restrictions are published in CAP 804.
- 1.2.5. Examiners must comply with the appropriate standardisation arrangements laid down in Part-FCL Subpart K and the associated AMC and GM.

1.3. Disciplinary Policy for Certified Examiners

- 1.3.1. Part-FCL.1010 precludes the issue of an examiner certificate to anyone who has been subject to sanction for breach of the Basic Regulation or Implementing Rules within the previous 3 years. AMC1 to FCL.1010 requires the Authority to take note of convictions for any relevant criminal or other offences when assessing examiner suitability. Relevant offences include, but are not limited to, financial, sexual or drug and alcohol related matters.
- 1.3.2. Part-ARA lists the circumstances under which the CAA can limit, suspend or revoke licences, ratings or certificates, but this list is not exhaustive. The list includes ‘unacceptable performance in any phase of the flight examiner’s duties or responsibilities’.

Examples of unacceptable performance include:

- Falsification of or failure to keep records
- Propensity not to abide by rules and regulations
- Any action that would impact on flight safety or on the safety of persons on the ground.

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

- Interview
- Formal warning
- Requirement for retraining and/or reassessment of examiner skills
- Suspension of examiner certificate
- Revocation of examiner certificate

1.3.4. The particular course of disciplinary action will depend on the circumstances of the individual case and will not necessarily follow the sequence listed above. The CAA's Senior Flight Examiner, in consultation with the Head of Flight Crew Standards, may mandate remedial action such as retraining and a further assessment of competence. An examiner's certificate may be provisionally suspended pending investigation of an alleged offence or until remedial action such as retraining is completed.

1.3.5. Head of Flight Crew Standards will take suspension or revocation action where it is considered that the CAA cannot remain satisfied as to the fitness or qualification of the examiner.

1.3.6. In the event of a proposal to suspend or revoke a certificate, an examiner will be entitled to request a review of the proposal in accordance with Regulation 6 (5) of the Civil Aviation Authority Regulations 1991.

Section 2 FLIGHT TESTS - MISCELLANEOUS GUIDANCE

2.1. Training

- 2.1.1. Applicants for any skill test must have completed all of the required training before the flight test and have been recommended (in writing) for the test by the organisation or person responsible for the training. Before any skill test all relevant ground examinations must have been passed. The applicant's training records and personal flying log book must be made available to the examiner. The examiner must verify that the applicant complies with all the qualification, training and experience requirements in Part FCL.

2.2. Licence and Medical Validity

- 2.2.1. It is an individual's responsibility to ensure that his licence, medical, ratings and certificates are valid before acting as the member of a flight crew. However, examiners should invariably check an applicant's licence and medical certificate to ensure that any rating or certificate renewed or revalidated as a result of a flight check will be valid. Checks, tests and assessments of competence for rating or certificate issue, renewal or revalidation may be carried out on individuals whose licence or medical is out of date. However, before the flight, the examiner must point out such discrepancies to the applicant and explain that, irrespective of the result of the flight test, the applicant will not be able to exercise the privileges of the rating unless and until the medical certificate and/or licence has been renewed.

2.3. Restrictions - who can test *(Under review by EASA)*

- 2.3.1. Part-FCL.1005 limits the privileges of an examiner in case of vested interests; specifically:

Examiners shall not conduct:

- (a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:
 - (1) to whom they have provided flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or
 - (2) when they have been responsible for the recommendation for the skill test, in accordance with FCL.030 (b);
- (b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

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

- 2.3.2. Note that para (a) above refers only to skill tests and assessments of competence for the **issue** of a licence, rating or certificate, not revalidation or renewal. Para (b) refers to proficiency checks for the renewal or revalidation of a rating as well as skill tests and assessments of competence.

2.4. Test and Check Scheduling

- 2.4.1. An examiner should plan only 1 complete test a day based on the need for several flights. In the event that the test is not completed for whatever reason then this should be treated as an "INCOMPLETE" and the examiner should complete the Examiner Record Form appropriately (on that day). (Refer to Appendix One).

2.5. Weather Conditions

- 2.5.1. Examiners are to ensure that the weather conditions are adequate for the test. Applicants must be prepared to operate within the constraints of the weather limits detailed in the operations manual of their ATO or operator. This should not include limits declared solely for the supervision of ab-initio student pilots; the weather minima for test must be appropriate for the operations planned.

2.6. Aircraft Approval

The Approved Training Organisation or person responsible for the training of the applicant shall be responsible for ensuring that the aircraft used for test meets the appropriate standard. On the day of the test, should the examiner determine that the aircraft fails to meet any of the requirements acting in his absolute discretion, may cancel the test.

2.7. Airworthiness Requirements

- 2.7.1. Aircraft in the UK are now either issued an EASA Certificate of Airworthiness or, for aircraft to which the Basic EASA Regulation does not apply, a UK CAA Certificate of Airworthiness. Examiners must ensure that any test aircraft meets these airworthiness provisions.

2.8. Use of a Dummy Applicant

- 2.8.1. On certain examiner certification profiles it will be necessary to use a dummy candidate. This may be the testing examiner himself, as in the case of FE(S) and FIE(S) certification, or another senior examiner. The dummy must act as a candidate in all respects and should have available the relevant paperwork to show the examiner applicant when requested. During the flight it is important that the candidate makes some errors (whether by accident or design is immaterial) so that the examiner applicant must observe, exercise judgment, assess and have something to debrief. The errors are also important so that the examiner applicant can be seen completing paperwork and detailing retesting and further training if appropriate. This will help to show that the examiner applicant understands his duties. A 'PASS' with no errors would prove very little. The dummy must not make the mistakes too subtle nor set any traps for the examiner applicant; he must try to reproduce a typical flight from a marginal candidate (thus the dummy himself needs to be an experienced examiner).
- 2.8.2. Where a dummy is used, the examiner applicant must be briefed that he should conduct the test as though he had a genuine candidate and should make moves to terminate the test early if this would have been an appropriate course of action in the real case. The supervising examiner may override this decision if necessary.

2.9. Insurance

Examiners should always clarify their position regarding insurance before conducting a test. Although aircraft in the EU must now carry third party insurance cover, this cover may be limited to aircraft commanders who are members of a particular club, group or school and may preclude flight instruction or examining. Furthermore, it is unlikely that such insurance will cover personal injury or death of the examiner. Any cover that examiners currently enjoy by virtue of being employed at an ATO may well not cover them while undertaking examiner duties elsewhere. Examiners are therefore strongly recommended to take out insurance to cover themselves against both personal liability and personal injury while examining.

2.10. Flight Tests in Annex II Aircraft

- 2.10.1. Aircraft to which the Basic EASA Regulation does not apply are commonly referred to as 'Annex II Aircraft' or 'Non-EASA' aircraft. These aircraft include such as the Slingsby T49. The ANO 2009 authorises UK-issued EASA licence holders to fly these aircraft and to carry out training and testing for Part-FCL licences and ratings in them. However, UK-issued licence holders cannot fly as pilot in command of non-UK registered Annex II aircraft unless they have met the licence validation and any other requirements of the state of registration even when the state of registration is in the European Economic Area.

2.11. Flight Tests in the UK in Foreign Registered Aircraft

- 2.11.1. Flight tests and training in aircraft registered outside the European Economic Area or UK Dependent Territories are subject to both airworthiness and licensing restrictions. If 'valuable consideration' is to be given to the examiner or instructor then the aircraft is being used for aerial work and the flight is subject to ANO 2009 Art 225. Prior to undertaking such a flight, the operator of the foreign registered aircraft must obtain an Operating Permit from the Department for Transport (contact 020 7944 5847/5804/5849). The Department for Transport will only consider granting these Operating Permits under certain limited circumstances. More details are available on the DfT web site, Aviation Permits page.
- 2.11.2. In addition, before acting as pilot-in-command of a foreign registered aircraft, the licensing requirements of the state of registration must be met in accordance with ANO 2009 Art 61. In the case of EASA member state aircraft, a valid EASA licence is required.

2.12. Flight Tests on Third-country ICAO Licence Holders for Issue of an EASA Licence, Rating or Certificate

- 2.12.1. Article 8 of the Aircrew Regulation covers the issue of EASA licences to ICAO licence holders. Applicants shall comply with all the requirements of Part-FCL, except that the requirements of course duration, number of lessons and specific training hours may be reduced. The credit given to the applicant shall be determined by the Member State to which the pilot applies on the basis of a recommendation from an ATO. In addition to evidence of course completion and recommendation for test, such applicants for any licence (except ATPL), rating or initial FI assessment of competence must present to their examiner written agreement from the CAA to carry out an abridged course unless the CAA have published a minimum training requirement for the abridged course and this requirement has been met.

2.13. Flight Tests on Non-UK EASA Licence Holders

- 2.13.1. UK-issued EASA examiner certificates are only automatically valid for testing applicants with UK-issued EASA licences or students whose EASA medical records are kept by the UK CAA. Should an examiner be asked to test an applicant who has a non UK-issued EASA licence and whose medical records are held by another EASA Member State National Aviation Authority, they must receive a briefing and authorisation in accordance with FCL.1015(c) of Part-FCL from the Authority that issued the licence/holds the medical records before conducting the test. (These may normally be accomplished online.) They must comply fully with the administrative requirements of that Authority for the check/test to be valid.

2.14. EASA Flight Tests outside the UK

- 2.14.1. UK examiners may carry out EASA flight tests in non-EASA countries provided they meet any National regulations, especially those regarding aircraft captaincy and aerial work, in addition to the appropriate EASA requirements.
- 2.14.2. Part-FCL allows UK examiners to carry out EASA flight tests on UK-issued licence holders in other EASA member countries. However, any National requirements must be complied with.

Section 3 FLIGHT TESTING & ASSESSMENT

3.1. Definitions

- A Skill Test: is a demonstration of skill for licence or rating issue, including such oral examination as may be required.
- A Proficiency Check: is a demonstration of skill to revalidate or renew a rating, including such oral examination as may be required.
- An Assessment of Competence: is a demonstration of competence to issue, renew or revalidate a certificate of competence, including such oral examination as may be required.
- Revalidation: The administrative action taken within the validity of a rating or approval that allows the holder to continue to exercise the privileges of a rating or approval for a further specified period, consequent upon the fulfilment of specified requirements.
- Renewal: The administrative action taken after a rating or approval has lapsed that renews the privileges of the rating or approval for a further specified period, consequent upon the fulfilment of specified requirements.

3.2. Aim of the Flight Test

3.2.1. The examiner is to:

- Determine through practical demonstration during the test or check that an applicant has acquired or maintained the required level of knowledge and skill or proficiency.
- Improve training and flight instruction in ATOs by feedback of information about items or sections of tests or checks that are most frequently failed.. Assist in maintaining and, where possible, improving air safety standards by displaying good airmanship and flight discipline during tests or checks. The examiner is to use the Threat and Error Management (TEM) for assessment and debriefing.

3.2.2. It is essential that a common standard is applied by all examiners. However, because every flight will be conducted in different and sometimes widely varying conditions and circumstances, each examiner must consider all aspects when assessing the flight. Examiners must exercise sound judgement and impartiality throughout their duties.

3.2.3. The following basic principles apply:

- An examiner will ensure that an applicant completes a test or check in accordance with Part-FCL requirements and is assessed against the required test or check standards. Only the manoeuvres and procedures set out in the appropriate test or check schedule will be undertaken. Where ST and PC schedules list mandatory (M) items, these should be viewed as the minimum requirement and all remaining items remain optional for the examiner to pursue at his discretion
- Each item within a test or check section should be completed and assessed separately. The test or check schedule, as briefed, should not normally be altered by an examiner.
- A failed item in a section results in that section being failed; the re-test requires the entire section to be taken again.
- Marginal or questionable performance of a test or check item should not influence an examiner's assessment of any subsequent items.
- An examiner should verify the requirements and limitations of a test or check with an applicant during the pre-flight briefing.
- Following a test or check, whether complete, incomplete or discontinued, an examiner must debrief the applicant. If any items or sections were failed, the reasons for failure must be clearly explained. The examiner should then provide appropriate advice and guidance to assist the applicant in any future attempt.
- Any comment on, or disagreement with, an examiner's test or check evaluation or assessment made during a debriefing will be recorded by the examiner on the test or check report, and will be signed by the examiner and countersigned by the applicant.

- An examiner should establish a professional and workmanlike atmosphere and do his best to relax the applicant both before and during a test or check flight. A negative or confrontational approach should not be used. During the test or check flight, the examiner should avoid negative comments or criticisms and all assessments should be reserved for the debriefing.
- The same examiner should not re-examine a failed applicant without the agreement of the applicant.

3.2.4. The applicant must demonstrate ability to:

- Operate the aircraft within its limitations.
- Complete all manoeuvres with smoothness and accuracy.
- Exercise good judgement and airmanship.
- Apply aeronautical knowledge of procedures and regulations as currently apply.
- Maintain control of the aircraft at all times such that the successful outcome of a procedure or manoeuvre is never seriously in doubt. The applicant's airmanship and TEM must be assessed with each exercise and this must include lookout, checks and drills, cockpit management etc.

Special emphasis should be placed upon areas of aircraft operation that are most critical to flight safety.

3.3. Repeat Manoeuvres

3.3.1. At the discretion of the examiner a manoeuvre or procedure of the test or check may be repeated once by the applicant. However, as the option to repeat any item is not a right of the applicant, the examiner must use his discretion to ensure the applicant has had every opportunity to demonstrate the necessary skill or technique. Should the examiner consider that the applicant might not have been performing satisfactorily due to any external influence or distraction then the exercise should be repeated. Notwithstanding the examiner's remit to repeat items he must ensure that any manoeuvre he assesses as a 'fail' is not then repeated.

3.3.2. The intention of the proficiency check is to confirm the applicant's proficiency in those skills demonstrated when the rating was gained. Therefore, there may be good reasons to broaden the application of repeat manoeuvres during proficiency checks rather than skill tests. On skill tests, although repeat manoeuvres are permitted as explained, the skill of the applicant also reflects the standard of instruction given. It would be inappropriate to give allowance for poor training.

3.3.3. It is not possible to list all items which may or may not be repeated. Normally any emergency manoeuvre should be considered as a 'one attempt' exercise unless there are significant factors which influenced the exercise and were not foreseen when the exercise was initiated.

3.4. Test termination / Incomplete Test

3.4.1. An examiner should terminate a test or check only when it is clear that the applicant has not been able to demonstrate the required level of knowledge, skill or proficiency and that a full re-test will be necessary or for safety reasons.

3.4.2. Should an applicant choose not to continue a test or check for reasons considered inadequate by an examiner, the applicant will be assessed as having failed those items or sections not attempted. This situation will result in the test being assessed as a 'fail' or a 'partial pass'.

3.4.3. If the test is terminated for reasons considered adequate by the examiner it is deemed to be 'incomplete'. Only those items/sections not completed shall be tested in a further flight. All items/sections not completed must be tested on a separate flight and before any further attempt is undertaken. *Further guidance on incomplete SPL/LAPL(S) Skill Test is given in Appendix 1.*

3.5. Assessment

3.5.1. The standard of performance produced by applicants is difficult to assess and relies heavily upon the experience and judgement of the examiner to determine what is acceptable. Most pilots will dislike the prospect of being tested and some applicants will become extremely nervous and not perform as normal or may react to false assumptions of what is expected. The attitude and approach of the examiner can do much to overcome these difficulties. However, the examiner must apply the standard evenly, fairly and without prejudice. In order to

maintain this uniform standard certain basic principles must be applied and assessment should be based upon the following:

- **‘Pass’**, provided that the applicant demonstrates the required level of knowledge, skill or proficiency and, where applicable, remains within the flight test tolerances for the licence or rating;
- **‘Fail’** provided that any of the following apply:
 - the flight test tolerances have been exceeded after the examiner has made due allowance for turbulence;
 - the aim of the test or check is not completed;
 - the aim of the exercise is completed but at the expense of safe flight, violation of a rule or regulation, poor airmanship or rough handling;
 - an acceptable level of knowledge is not demonstrated;
 - an acceptable level of flight management is not demonstrated;
 - the intervention of the examiner or safety pilot is required in the interest of safety.
- **‘Partial Pass’** in accordance with the criteria shown in the relevant skill test appendix of Part-FCL.

3.6. Retest Requirements

- 3.6.1. Comprehensive guidance on retest requirements for SPL/LAPL(S), Skill Test is given at Appendix 1. Retest requirements for other skill tests and proficiency checks are given in the appropriate Standards Document. Examiners must ensure that the retest requirements are properly detailed by them and understood by the applicant.

3.7. Further Training

- 3.7.1. Part-FCL states that, for the SPL/LAPL(S) Skill Tests, further training may be required following the failure of any skill test. The effect of these rules is as follows:

SPL/LAPL(S) ST

- Any fail: examiner may either recommend or mandate further training

Instructor or Examiner Assessment of Competence

- Any fail: Examiner may recommend further training

In cases where failure was due to a clear lack of skill in a particular item the examiner should make it clear to the applicant that they are unlikely to be successful during a subsequent test unless they undergo training to remedy that lack of skill. Applicants are advised to consult with their training organisation over remedial retraining. Examiners must ensure that the training is properly detailed by them and understood by the applicant; it is recommended that such further training be carried out at the ATO that trained the applicant. Examiners must also confirm before retest that further training has been completed. Following further failures the required administrative action may result in mandatory further training being directed by the Examiner.

3.8 Regulation 6 Reviews

- 3.8.1 Regulation 6(5) of the CAA Regulations 1991 states that ‘Any person who has failed a test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may, within 14 days after being notified of his failure, request that the Authority determine whether the test or examination was properly conducted’.
- 3.8.2 It is in the interest of all Examiners to ensure that their standard of examining is consistent. The applicant must be left in no doubt that the outcome is correct, fair and that he has not been pressurised to complete the flight. The examiner must ensure that his written report of fail items is correct, that all failed items are clear failures, without any subjective interpretation and are supported by numerical examples of breached tolerances wherever possible. The written report should not include anything that has been omitted from the verbal debrief.

3.9 Tolerances

- 3.8.1 Although tests or checks may specify flight test tolerances, an applicant should not be expected to achieve these at the expense of smoothness or stable flight. An examiner should make due allowance for unavoidable deviations due to turbulence and the handling qualities and performance of the type of aircraft used. Applicants may be advised that, during the flight, they should concern themselves only with flying and operating the aircraft to the best of their ability and not attempt to remain within the tolerances to the detriment of smooth handling. However, ATOs and instructors are expected to use these test tolerances when preparing applicants for test.

Section 4 TEST CONDUCT

4.1. Test and Check Profiles

- 4.1.1. A test or check is intended to simulate a practical flight(s). Thus, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised. Examiners must be fully aware of the test requirements and plan the exercises so that the 'flow' of the test minimises wasted time or expense.
- 4.1.2. Examiners may not vary the test content or miss out any items and must conduct the flight in a practical manner. They should not set any traps or pitfalls. To assist with this, each examiner should maintain a flight log and assessment record so that all aspects may be debriefed fully.
- 4.1.3. Manoeuvres and procedures, not included in the test/check schedule, may not be introduced by the examiner. Exercises must be performed in such a manner as to be considered normal aviation practice.
- 4.1.4. The test or check flight must be conducted in accordance with the AFM and, if applicable, the AOM. It must also be conducted within the limitations contained in the operations manual of the ATO.
- 4.1.5. An examiner should be flexible to the possibility of changes arising to pre-flight briefings due to availability of launches, or other circumstances affecting the test or check. Where changes arise to a planned test or check an examiner should be satisfied that the applicant understands and accepts the changes. Otherwise, the test or check flight should be terminated.

4.2. Test Content

- 4.2.1. A test or check comprises:

- oral examination on the ground (where applicable);
- pre-flight briefing;
- in-flight exercises;
- post-flight debriefing.

Oral examination on the ground should include:

- aircraft general knowledge and performance;
- planning and operational procedures;
- other relevant items or sections of the test or check.

Pre-flight briefing should include:

- test or check sequence;
- speeds;
- safety considerations.

In-flight exercises will include each relevant item or section of the test or check;

Post-flight debriefing should include:

- assessment or evaluation of the applicant;
- documentation of the test or check with the applicant's FI present, if possible.

4.3. Pre-flight

- 4.3.1. Before undertaking a test or check an examiner must verify that the aircraft intended to be used is suitable and appropriately equipped for the test or check.
- 4.3.2. Before meeting the applicant, the examiner must prepare as much as possible for the flight test. This 'self-briefing' should include a check of the weather conditions, deciding the profile(s) to be flown, plus a normal pre-flight check of documentation, NOTAM or other warnings.

4.3.3. *Detailed guides to the format of tests and checks are shown in the Standards Documents.* In addition, the Appendices to this handbook show examples of briefing requirements, test format, the debrief and further actions. However, for all tests the briefing format shall be:

- Make contact with the applicant and establish a relaxed yet professional and workmanlike atmosphere. A negative or confrontational approach must not be used.
- Check that the applicant's paperwork is correct and that the correct format of test is established. (Should there be any need for a closer check of the applicant's paperwork this is best done whilst he is planning, to minimise undue pressure on him). A specific check must be made of the applicant's licence with respect to currency of:
 - Licence
 - Appropriate rating(s) and certificate(s)
 - Medical certificate

In the case of examiner certification, this check is to be recorded on the form *TS10*.

- Brief the applicant on the sequence in which the flight(s) and any ground items will be conducted.
- Ensure that the applicant understands the capacity in which the examiner will be acting during the flight.
- Allow adequate time for his preparation.
- Conduct a second pre-flight briefing to check his pre-flight planning and preparation and ensure he is aware of his task.
- Carry out pre-flight authorisation and aircraft acceptance administration. Examiners must thoroughly check all documentation for currency before accepting the aircraft for flight..

4.4. In-flight

- 4.4.1. As captain of the aircraft the examiner must ensure that the flight is safely and correctly conducted and in compliance any local procedures.
- 4.4.2. During flight the examiner should allow the applicant to demonstrate skill and knowledge without assistance or interference, and should avoid negative comments or criticisms; all assessments should be reserved for the debriefing. At the same time the examiner must establish a friendly and relaxed atmosphere which will enable the applicant to demonstrate his abilities fully. Conversation should be kept to a minimum except to advise the next exercise or to avoid a dangerous situation developing. A negative or confrontational approach by the examiner must be avoided.
- 4.4.3. The examiner must take care not to distract the applicant
- 4.4.4. The examiner must ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required of the test.
- 4.4.5. The examiner is expected to use good judgement when simulating any emergency or abnormal procedure having regard to local conditions and aircraft safety throughout
- 4.4.6. The examiner may declare a section or item of test as not assessable due to extreme weather conditions or aircraft unserviceability. However, he may need to consider why the applicant did not make his own decision or take action when confronted with these problems.
- 4.4.7. Should the applicant fail any item which, either on its own or combined with other failed items, necessitates a complete re-test the examiner may intervene in the flight. However, examiners are to consider the implications before doing so, as the remaining flight may give the opportunity to reappraise an item and give time in which to ensure that the initial decision was soundly based.
- 4.4.8. Should the option to discontinue the flight be taken this is best handled by taking control of the aircraft, explaining the circumstances and curtailing the flight to save the applicant time and expense. The applicant should be given the option to continue the flight for the purpose of assessing the remaining items but must be made to understand that his subsequent performance will not affect the result of the test. Curtailment of a first attempt at the first series

is permissible, but the examiner's assessment of a completed test will give both him and the applicant a fuller picture on which to assess the situation.

4.5. Debrief

- 4.5.1. Before leaving the aircraft, the examiner should consult his marking sheet to finalise the assessment. There may be a question that needs answering prior to leaving the cockpit that would affect the outcome of the test (*e.g. to confirm an incorrectly set altimeter*).
- 4.5.2. Before beginning the debrief the examiner should consult his notes to decide what the assessment for each section is to be and what the retest and further training requirements may be (if any). In reaching his decision, the examiner may need to ask additional questions e.g. to establish whether the candidate had a good reason for taking a particular course of action. At this point, the examiner should only ask questions which might affect the decision. If no fail points have been recorded, the examiner should tell the applicant that he has passed, followed by a summary of any weak points with suggestions, where necessary, of ways to improve performance and positive reinforcement of items and exercises that were well handled. (There may be circumstances where it is more appropriate to summarise the weak points before giving the result).
- 4.5.3. If a fail or partial pass has been recorded, examiners should:
 - a) Ask questions as required to confirm the assessment;
 - b) Give results of the test;
 - c) Give reasons for failure in descending order of importance;
 - d) Tell the applicant they may not use the privileges of the rating being tested;
 - e) State what the retest requirements may be;
 - f) State any mandatory or recommended further training requirements;
 - g) Tell the applicant how to best prepare for the retest;
- 4.5.4. The examiner should conduct a fair and unbiased debriefing of the applicant based on identifiable factual items. A balance between friendliness and firmness should be maintained. It may be appropriate to use a facilitative style of questioning in order for the applicant to obtain maximum benefit from the debrief. Facilitative techniques are inappropriate when debriefing a fail result but they may be used to discuss any follow-up points. One effective facilitation method is to:
 - Start with an introduction
 - Avoid dealing with issues chronologically
 - Ask 2 open questions per issue
 - Get the applicant to do the thinking and talking
 - Summarise at the end (it can be useful to get the applicant to summarise)
- 4.5.5. The following points should be discussed with the applicant at the examiner's discretion:
 - a) How to avoid or correct mistakes;
 - b) Any other points of criticism noted;
 - c) Any advice considered helpful;
 - d) Any good points.

4.5.6. In general:

Do

Be factual and quantitative.
Be fair (give praise when deserved).
Be constructive (how to avoid or correct).
Be prepared to concede (graciously!).
Encourage self-analysis (but **not** self-assessment).
Consider situational awareness, trends and CRM.
Include **all** fail points.
Listen.

Don't

Ask the applicant to assess himself.
Be vague.
Be emotive (avoid aggression, irritability, sarcasm).

Be apologetic.
Nit-pick.
Personalise.
Exaggerate.
Ramble.
Debrief items you are unsure of.
Impose your own SOPs.
Undermine ATO SOPs; but **do** be prepared to discuss these with the head of **training afterwards if they are inappropriate.**

- 4.5.7. The administration of each test is completed after any notification of failure or further training requirement is advised, the form is signed by the applicant and any required licence action is completed by the examiner.

Section 5 TEST / CHECK / ASSESSMENT OF COMPETENCE FORMATS

The following test formats are given as ready reference to the majority of examiners' duties. Each table will show a reference where the finer detail of test content and standards will be found.

TABLE	LICENCE AND RATING TEST AND CHECKS
S1	SPL/LAPL(S) Skill Test
S2	Skill Test for SPL/LAPL(S) Extension to TMG
S3	FI(S) certificate initial and revalidation / renewal
S4	FE(S) certificate initial, revalidation, renewal and variation
S5	FIE(S) certificate initial, revalidation, renewal and variation
S6	Senior Examiner (S) certificate initial and revalidation/renewal
S7	Examiner and Instructor – Combined tests

Table S1	SPL/LAPL(S) SKILL TEST
EASA reference:	Part-FCL.135 LAPL, FCL.235, AMC1 FCL.125:FCL.235
National reference:	CAP 804
Who can test:	FE(S), FIE(S). <ul style="list-style-type: none"> Examiners shall not test applicants to whom they have given flight instruction for that licence, recommended for that test or whose objectivity may be in doubt. When an attempt is taken as multiple flights, all flights are to be conducted by the same examiner.
Forms used:	SRG1105S - Application for Part-FCL Sailplane Pilot Licence and Light Aircraft Pilot Licence SRG2132 – Examiner Report for SPL/LAPL(S) Skill Test SRG2129 – Examiner Report- Failure of Test, Check or Assessment of Competence
Test format:	Multiple flights as required to cover the required test items. Only one launch method need be tested but if the applicant wishes one or both of the other launch methods may be tested. See Appendix 3 for SPL/LAPL(S) Briefing Guide.
Form guidance:	As indicated on SRG1105S, SRG2132 and Appendix 1, also: <ul style="list-style-type: none"> Following a partial pass or full failure, form SRG2129 must also be completed and copies submitted as indicated on the form. Countersign applicant's logbook PIC under supervision after a successful test. Fail or partial pass is logged as Pu/t.
Notes:	Training <ul style="list-style-type: none"> Applicants must have completed their full training course and must be in possession of a recommendation for test iaw FCL.030. Before the test may be commenced.
Validity:	Subsequent tests must be completed within 6 months of the first attempt.

Table S2	SKILL TEST FOR SPL/LAPL(S) EXTENSION TO TMG
EASA reference:	FCL.135.S LAPL(S) – Extension of privileges to TMG
National reference:	FCL.135.S is repeated in CAP 804
Who can test:	FE(S) who complies with FCL.1005.FE (d)(2) This requires the examiner to have completed 300 hrs of flight time as a pilot on sailplanes or powered sailplanes, including 50 hrs of flight instruction on TMG. <ul style="list-style-type: none"> Note the restrictions in para 2.3 When an attempt is taken as multiple flights, all are to be conducted by the same examiner.
Forms used:	(Apr 2014) No appropriate CAA forms yet. Interim advice: the following could be adapted: SRG2127 – Examiner Report for LAPL(A) Skill Test SRG2129 – Examiner Report for Skill Test failure
Test format:	(Apr 2014) Use format of skill test for initial issue of LAPL(A) TMG, table A1 in CAA Flight Examiners Handbook (Aeroplanes & Helicopters) 2012
Form guidance:	<ul style="list-style-type: none"> Following a partial pass or full failure, form SRG2129 must also be completed and copies submitted as indicated on the form. Countersign applicant's logbook: PICUS for a pass; Pu/t or dual for partial or fail.
Training	Applicants must be in possession of a recommendation for test iaw FCL.030(b) before the test may be commenced. The training records shall be made available to the examiner.
Demonstration of Theoretical Knowledge	In order to meet the requirement of FCL.135.S(b), the examiner should ask the applicant about 5 questions, drawn from the current TK exams papers, for the five subjects concerned. The demonstration will be passed if the examiner is convinced that the applicant would achieve 75% if sitting each full paper. If the examiner is in doubt on any subject, the applicant should be required to sit a full paper.
Validity:	Subsequent tests must be completed within 6 months of the first attempt.

S3a	FI (S) CERTIFICATE INITIAL
EASA reference:	Part-FCL.935, AMCs 1 & 3 to FCL.935
National reference:	CAP804
Who can test:	CAA Staff FE, nominated FIE(S).
Forms used:	SRG1131, SRG1169
Test format:	<p>Ground test: A short lecture, <45 minutes, the applicant being given reasonable notice of the subject, not less than 2 days. The lecture may be followed by about 15 minutes of questioning. An oral exam (2 to 3 hours) using the questions.</p> <p>Flight part test 1: Brief and teach a syllabus exercise with the Examiner acting as the student. Additional exercise(s) will be assessed as teaching exercises, the examiner will brief on these pre-flight.</p> <p>Flight part test 2: A flight in a glider/sailplane suitable for spinning (mandatory)</p> <p>See Appendix 4 for FI Assessment of Competence Briefing Guide.</p>
Form guidance:	<p>As indicated on guidance Notes to SRG1131 and SRG1169</p> <ul style="list-style-type: none"> • Copies of both SRG 1131 and SRG 1169 are required to be completed and submitted as indicated on the forms. • In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms. • A copy of SRG1169 must be retained in the examiner's records for 5 years. • Countersign applicant's logbook PIC under supervision after a successful test. Fail or partial pass is logged as Pu/t.
Notes:	<ul style="list-style-type: none"> • Safety Training subjects: A selection from - Collision Avoidance', Handling Launch Failures (Winch or Aerotow), Out landings, Type Conversions, Solo Supervision or Rigging & Di'ing. • The rating awarded is Flight Instructor Restricted, FI(R).
Validity:	All relevant sections of the test must be completed within 6 months.

Table S3b	FI (S) CERTIFICATE REVALIDATION / RENEWAL
EASA reference:	Part-FCL.940, AMCs 1 & 3 to FCL.935
National reference:	CAP804,
Revalidation:	Valid 3 years, see detail under Test format.
Who can test:	FIE(S)
Forms used:	SRG1135, SRG1169
Test format:	<p>Complete any 2 of the 3 following subject to the notes below:</p> <ul style="list-style-type: none"> • 30 hours instruction as FI(S) or examiner during the rating validity period. • Attend an approved refresher seminar at any time during the 3 year validity. • Pass an assessment of competence any time within the last 12 months of the validity period. <p>Where an FI has the privileges to instruct for the issue of an FI(R) certificate, and is revalidating/renewing by assessment of competence, the main exercise during the flight phase should be flown with the applicant teaching the examiner acting as a student instructor.</p> <p>See Appendix 4 for FI Assessment of Competence Briefing Guide.</p>
Form guidance:	<p>As indicated on Guidance Notes to SRG1135 and SRG1169.</p> <ul style="list-style-type: none"> • Where revalidation is by experience and seminar, SRG 1135 is required to be completed and submitted as indicated on the form. • Where revalidation or renewal involves an assessment of competence, both the SRG1135 and the Examiner Report form SRG1169 are to be completed and submitted as indicated on the form. • In the case of a fail or partial pass then a copy of SRG1169 must be given to the applicant. Other copies retained and submitted as indicated on the forms. • A copy of SRG1169 must be retained in the examiner's records for 5 years. • Countersign applicant's logbook PIC under supervision after a successful test.
Notes:	<ul style="list-style-type: none"> • An assessment of competence shall be included as one of the requirements at least every third revalidation. • If rating has lapsed the renewal is to be by seminar and assessment of competence with both events being completed within the 12 months before renewal. • When an FI(S) completes his revalidation/renewal requirements by seminar, an FIE(S) may complete the administrative actions by signing the applicant's Certificate of Experience on the SRG1135 and his FI certificate of revalidation. • The assessment of competence will follow the format of the FI certificate, Table S2a. • On FI(S) revalidation/renewal flights a full spin should be demonstrated if the glider/sailplane is so cleared, otherwise the minimum requirement is to demonstrate the symptoms of an incipient spin and the recovery action at the incipient stage. The incipient stage must show all the symptoms including a stalled condition with yaw and roll.

Table S4a	FE(S) CERTIFICATE INITIAL
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804
Who can test:	CAA Staff FE, SE(S)
Form used:	Form TS 10
Test format:	Based on the test for which the authorisation is sought: brief, conduct and assess a skill test flown by a senior examiner acting as the candidate
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Applicant must be in possession of Approval to train/test.</p> <p>Entry Requirements:</p> <p>To conduct SPL/LAPL(S) Skill Tests</p> <ul style="list-style-type: none"> • 300 hours as pilot of sailplanes or powered sailplanes, including 150 hours or 300 launches of flight instruction. <p>Training Requirements:</p> <ul style="list-style-type: none"> • 2 days minimum (SPL/LAPL(S)). • Knowledge of Parts-FCL,-ARA,-ORA and operational documents. • Conduct of skill test & proficiency checks. • Knowledge of documentation and reporting. <p>FE may be monitored by a Staff FE/SE(S) approximately 6 months after initial authorisation.</p>

TableS4b	FE(S) CERTIFICATE RENEWAL/REVALIDATION
EASA reference:	Part-FCL.1025
National reference:	CAP 804
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry
Who can test:	CAA Staff FE, FIE(S), SE(S)
Form used:	Form TS 10
Test format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 skill tests or checks within each year. • One test in the final year is to be observed or a 'dummy' test to the satisfaction of an appropriate examiner. This test should be an SPL/LAPL(S) Skill test • Attend an examiner refresher seminar in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records to the examiner carrying out the reauthorisation flight. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher seminar. • Carry out observed or a 'dummy' test to the satisfaction of an appropriate examiner. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Form guidance:	Send form singlepilot-examinerreports@caa.co.uk
Notes:	None

Note: Any Examiner authorisation action requires submission of form SRG1128 'Application for Authorisation' and receipt of approval to train/test before progressing.

BGA/CAA process till to be "sorted out" ???

Form used:	Form TS 10
Test format:	Brief, conduct and assess a ST flown by an appropriate examiner acting as the applicant comprising relevant parts of rating ST.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	For the addition to an FE(S) certificate of TMG authorisation, a written application should be made to FCS who will determine what additional training or testing is required.

Table S5a	FIE(S) CERTIFICATE INITIAL
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804
Who can test:	CAA Staff FE, SE(S)
Form used:	Form TS 10
Test format:	Brief, conduct and assess an FI(R) assessment of competence flown by a Staff FE or Senior Examiner(Sailplanes)
Form guidance:	Send to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Entry Requirements:</p> <ul style="list-style-type: none"> • Hold the relevant instructor certificate. • 500 hours as pilot of sailplanes or powered sailplanes: • For applicants wishing to conduct assessments of competence on TMGs, 10 hours or 30 take-offs instructing applicants for an instructor certificate in TMGs. • In all other cases, 10 hours or 30 take-offs instructing applicants for an instructor certificate <p>Training Requirements:</p> <ul style="list-style-type: none"> • 2 days minimum. • Knowledge of Part-FCL requirements. • Conduct of skill test & proficiency checks. • Knowledge of documentation and reporting. <p>FIE will normally be monitored by a Staff FE/SE(S) approximately 6 months after initial authorisation.</p>

Table S5b	FIE(S) CERTIFICATE RENEWAL/REVALIDATION
EASA reference:	Part-FCL.1025
National reference:	CAP 804
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry of the certificate
Who can test:	Staff FE, SE(S)
Form used:	Form TS 10
Test format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 assessments of competence within each year. • One assessment in the final year is to be observed or a 'dummy' assessment to the satisfaction of a Staff FE/SE(S). • Attend an examiner seminar in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records to the examiner carrying out the reauthorisation flight. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher seminar. • Carry out observed or a 'dummy' test to the satisfaction of an appropriate examiner. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk

NOTE: Any Examiner authorisation action requires submission of form SRG1128 'Application for Authorisation' and receipt of approval to train/test before progressing.

Table S6a	SENIOR EXAMINER (SAILPLANES) CERTIFICATE INITIAL
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020; FCL.1025
National reference:	CAP 804
Who can test:	CAA Inspector, Staff FE, CAA designated SE(S)
Form used:	Form TS 10
Test format:	Either act as the candidate undergoing the appropriate ST or assessment of competence with a Staff FE acting as the examiner applicant. Or be observed conducting an examiner assessment of competence to the satisfaction of a CAA inspector or Staff FE
Form guidance:	Send to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Requirements:</p> <p>NOTE: Senior Examiner Certificates will be issued as required by CAA Flight Crew Standards. Meeting the pre-requisites does not automatically entitle an examiner to be trained and appointed as an SE.</p> <ul style="list-style-type: none"> • Valid or current examiner certificate relating to the privileges being given. • Examiner experience level acceptable to the CAA. • Conducted a number of skill tests or proficiency checks as a Part-FCL examiner. • Pre-assessment carrying out relevant skill test or proficiency check observed by a CAA Inspector or Staff FE. <p>Training Requirements: Attend senior examiner course, seminar or briefing in accordance with CAA requirements.</p>

Table 6b	SENIOR EXAMINER (SAILPLANES) CERTIFICATE RENEWAL/REVALIDATION
EASA reference:	AMC1 FCL.1020; FCL.1025
National reference:	CAP 804
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry of the certificate
Who can test:	CAA Inspector, Staff FE, CAA designated SE(S)
Form used:	Form TS 10
Test format:	As required by the CAA.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	

Table S7	COMBINATION OF ASSESSMENTS OF COMPETENCE (S)
Notes:	<p>This table of combined assessments has been developed to permit examiners to revalidate both their examiner and instructor certificates at one meeting.</p> <p>The combined revalidation event should be planned before the first Examiner or Instructor Certificate expires. Should validity dates pass, the relevant privileges will lapse and additional actions will be required in order to renew the certificates.</p> <p>Where the intention is to include instructor ratings a second flight will always be required where instructor and examiner certificates are held and the instructor certificate is being revalidated by assessment of competence.</p>

1	2	3	4
Examiner certificates that may be held	Who can conduct the test	Instructor certificate revalidations that may be included	Combined Test format Forms to be used are: <ul style="list-style-type: none"> • for Examiner revalidation -TS10 • for Instructor revalidation – SRG1135,
FIE (S) FE (S) SE(S)	CAA Inspector, Staff FE, or Senior Examiner authorised for the purpose by the CAA.	FI(S)	Instructor certificate revalidation Event 1: Instructor certificates are to be revalidated in accordance with the appropriate tables. Where the renewal or revalidation requires an assessment of competence, this should normally flown before the examiner certificate revalidation/renewal flight as examiners are required to be current instructors. <hr/> Examiner certificate revalidation Event 1: An observed test, iaw Part-FCL 1025. Event 2: Question and answer to establish standardisation with the current practises and administration of all Examiner Authorisations to be re-authorised. Check of the amendment status of the examiner's Standards Documents, FEH and his familiarity with their contents.

APPENDIX 1 NOTES FOR THE EXAMINER CONDUCTING SPL/LAPL(S) SKILL TESTS

This appendix will define the administrative actions required by examiners conducting the SPL and LAPL(S) skill tests.

Pre test

All applicants must be in possession of a 'recommendation for test' from the person/organisation responsible for their training. In addition, the ATO shall make available to the examiner the applicants training record. The examiner shall check that the applicant has completed the necessary training and pre-requisites before proceeding.

Applicants must have successfully completed the appropriate ground training and examinations before the flight test.

Skill tests must be started within 6 months of completing flight instruction. Subsequent tests must be completed within 6 months of the first attempt.

Skill Test Assessment and Report Forms – SRG 2132 & SRG 2129 Notification of Failure

Examiners must ensure that they are using the most up-to-date version of the Report Forms. After completion of the form, 3/4 copies are to be made and distributed to:

- the applicant (not SRG2129);
- CAA L&TS;
- the examiner.
- If the examiner holds a Part-FCL licence issued by another Authority a further copy of the forms must be sent to his National Authority.

Before flight

- Get all the required documentation and information at the initial briefing. When the applicant is planning you can complete some parts of the form. The sections required are indicated by a ✓. In Example 1. Strike through any section or items NOT required with a diagonal line.
- At the beginning of the main brief confirm the details with the applicant and get him to sign at the top.

After flight (Example 1 Fail)

- After determining the result, start filling in the form by putting in the Block Times, and the diversion destination.
- Write 'PASS' or 'FAIL' at the top of the appropriate sections.
- Next write 'FAIL' against each item failed (if any). In Example 1 the applicant has failed items 2(A)c.
- Write a ✓ against passed items.
- You can see clearly which section has been failed so now you can put a ✓ in the sections to be re-tested. Remember for a partial you will always reassess section 1 and the appropriate section failed. More than one section failed is a full re-test.
- Recommend or mandate any further training that you think the applicant needs:
SPL/LAPL(S)
 - Any fail: examiner may either recommend or mandate further training

- After informing the applicant of the result, both you and the applicant sign the form at the bottom.
- Complete the Examiner's section of the SRG1105S
- Offer to debrief the applicant on his overall performance, highlighting areas for improvement if any sections were failed.

Notification of Failure - SRG2129 (Example 2)

- If the applicant has failed any items you **MUST** write a description of the failed item(s). Make these comments concise and factual using actual heading, height or airspeed deviations whenever appropriate. Personal opinion is NOT fact. Fill in applicant's details and sign at the bottom and send one copy to CAA L&TS.
- The following expressions should **not** be used without quantification:
- 'Poor circuit'
- 'Outside limits'
- 'PFL failed'

Partial Pass - 2nd attempt (Examples 3a & b)

- *Make sure you know exactly what you need to retest; it will always be the previously failed section. Additionally the applicant will be expected to carry out the actions necessary to put the aircraft in a position from which the failed section can be retested.*
- *Make it clear which sections have already been passed by putting in the date they were passed, the word PASS at the appropriate section and strike through with a diagonal line as in example 3b.*

Incomplete test (Example 4)

- *After flight fill in the items that have been completed including any failed items or sections. (Remember that a section has been failed when any item within that section has been failed thus there is no need to complete any further items in that section).*
- *If any items have not been assessed (e.g. due to bad weather) write N/F or INC (not flown or incomplete) against that item and write INC at the top of the section.*
- *In the 'Re-test' line you can write nothing until the test has been completed.*
- *In the 'Test sections incomplete due' line write a brief reason e.g. Low Cloud.*
- *In the 'Items not completed' write the items not tested yet or ALL if it is the whole section.*
- *For any failed items you must complete the Blue copy debrief.*
- *Finally, in a convenient space write clearly 'FREE RETEST NEEDED TO COMPLETE TEST' or something similar.*
- *If all of the items that were completed on this part of the test were satisfactory then the applicant may log PICUS for this flight.*

Example1 Fail

Examiner Report for SPL/LAPL(S) Skill Test



This form can be part filled in on screen then printed, completed, signed and submitted as instructed.
Please complete this form in BLOCK CAPITALS using black or dark blue ink.

FALSE REPRESENTATION STATEMENT

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1. APPLICANT AND TEST DETAILS		To be completed by the Examiner and signed by the Applicant	
Surname: <u>TRULER</u>	Forename(s): <u>ANDREW</u>		
CAA Personal reference number: <u>765132A</u>	SPL <input checked="" type="checkbox"/> LAPL(S) <input type="checkbox"/>		
Initial Issue <input checked="" type="checkbox"/> Revalidation <input type="checkbox"/>	Renewal <input type="checkbox"/>		
LAUNCH METHOD			
Winch or Car Launch <input checked="" type="checkbox"/> Aerotow Launch <input type="checkbox"/>	Self-Launch <input type="checkbox"/> Bungee Launch <input type="checkbox"/>		
Series: <u>1</u> Attempt: <u>1</u> Date: <u>11/4/15</u>	Place of Test: <u>LITTLE SHIPING SITE</u>		
I confirm I have requested the Test as detailed above.		Applicant's Signature: <u>[Signature]</u>	

2. FLIGHT TEST		To be completed by the Examiner	
Route: <u>LOCAL</u>			
Aircraft Type and Reg: <u>DS 505 S-ABCD</u>	Block Times:	Depart: <u>10:</u>	Arrive: <u>16:</u>
		Total: <u>1h - 20m</u>	
Test Sections:	1	2 (A)	2 (B)
	2 (C)	3	4
Sections to be taken:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Result:	<u>PASS</u>	<u>FAIL</u>	<u>FAIL</u>
(a)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(b)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(c)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(d)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(e)	N/A	N/A	N/A
(f)	N/A	N/A	N/A
(g)	N/A	N/A	N/A
(h)	N/A	N/A	N/A
Re-test Sections:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Sections incomplete due:			
Items not completed:			
I confirm the applicant's instruction and experience complies with Part-FCL, and I confirm that all the required manoeuvres and exercises have been completed. <input checked="" type="checkbox"/>			
UK Examiners Only			
I have assessed the ICAO English Language Proficiency of the Applicant at Level 6: Yes <input type="checkbox"/> No* <input type="checkbox"/> Not Assessed <input type="checkbox"/>			
(* I have advised the Applicant to complete Form SRG1199 and be assessed by an appropriate organisation, see CAP804.) assessment is not required if Applicant holds Level 6.			
Examiner's Name: <u>J. TESTER</u>	Examiner's No.: <u>123456A</u>		
Examiner's Signature: <u>[Signature]</u>	Date: <u>11/4/15</u>		
Authorising Competent Authority: <u>UKCAA</u>			
Received (Applicant) Signature: <u>[Signature]</u>	Date: <u>11/4/15</u>		
Non-UK Examiners - I have reviewed and applied the relevant national procedures and requirements of the UK CAA contained in versions.....of the Examiner Differences Document <input type="checkbox"/>			

Copies of the report shall be submitted to (1) The Applicant (2) The Applicant's Competent Authority (3) The Ex-aminer (4) The Examiner's Competent Authority (if different)

Example 2 Notification of Failure - SRG2129

Examiner Report - Failure of Test, Check or Assessment of Competence



This form can be part filled in on screen then printed, completed, signed and submitted as instructed. Please complete this form in BLOCK CAPITALS using black or dark blue ink.

FALSE REPRESENTATION STATEMENT
It is an offence under Article 231 of the Air Navigation Order 2009 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

Civil Aviation Authority Regulation 6
Regulation 6(5) of the Civil Aviation Authority Regulations 1991 as follows: Any person who has failed any test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may within 14 days of being notified of his failure request that the Authority determine whether the test or examination was properly conducted. In order to succeed you will have to satisfy the Authority that the examination or test was not properly conducted. Mere dissatisfaction with the result is not sufficient reason for appeal.

1. APPLICANT'S DETAILS To be completed by the Examiner

CAA Personal reference number (if known): 765132A Forename(s): ANDREW
Surname: TRISB Email address: A.SRYSR@AIRC.COM

2. TEST CONDUCTED To be completed by the Examiner

Aeroplane ☐ Helicopter ☐ Powered Lift ☐ Airship ☐ Balloon ☐ Sailplane ☒ RT ☐ SP ☐ MP ☐
Initial Issue ☒ Revalidation ☐ Renewal ☐
(Specify type of test or assessment):
..... Series (if applicable):
Attempt: 1 Date: 11/4/15 Place of Test: LITTLE GUMS SITE

A/C or Sim Type: DS 505 A/C Registration/Approval No.: S-ABSD Total Flight time: 1R-20m

3. REASONS FOR FAILURE To be completed by the Examiner

Section	Sub Section	Reasons for Failure
<u>2</u>	<u>(c)</u>	<u>SPEED REDUCED BELOW DECREASED MIN MANOEUVRING SPEED</u>
<u>3</u>	<u>(b)</u>	<u>POOR SPEED CONTROL DURING MEDIAN TURNS</u>

Further training: Mandatory ☐ Recommended ☒

Flight Hours: 0-30 mins FSTD Hours: —

Specific Training Required: 3 SUMMARY JAWKA FAILURES AND TURN TURNING PRACTICE

Examiner's Name: I FOSTER Examiner's No.: 123456A

Authorising Competent Authority: VIC CAA

Non-UK Examiners - I have reviewed and applied the relevant national procedures and requirements of the UK CAA contained in version of the Examiner Differences Document. ☐

Examiner's Signature: [Signature] Date: 11/4/15

I understand that I have failed the items notified above. I also understand that I may not exercise the privileges related to that rating/certificate.

Applicant's Signature: [Signature] Date: 11/4/15

Copies of the report shall be submitted to (1) The applicant (2) The Applicant's Competent Authority (3) The Examiner (4) The Examiner's Competent Authority (if different).

Example 3A Partial Pass

Examiner Report for SPL/LAPL(S) Skill Test							
Please complete this form in BLOCK CAPITALS using black or dark blue ink.							
FALSE REPRESENTATION STATEMENT It is an offence under Article 231 of the Air Navigation Order 2009 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.							
1. APPLICANT AND TEST DETAILS				To be completed by the Examiner and signed by the Applicant			
Surname: <u>TRYER</u>				Forename(s): <u>ANDREW</u>			
CAA Personal reference number <u>765432A</u>				SPL <input checked="" type="checkbox"/> LAPL(S) <input type="checkbox"/>			
Initial Issue <input checked="" type="checkbox"/> Revalidation <input type="checkbox"/>				Renewal <input type="checkbox"/>			
LAUNCH METHOD							
Winch or Car Launch <input checked="" type="checkbox"/> Aerotow Launch <input checked="" type="checkbox"/> Self-Launch <input type="checkbox"/>							
Series: <u>1</u> Attempt: <u>1</u> Date: <u>1/4/15</u> Place of Test: <u>LITTLE GLOING SITE</u>							
I confirm I have requested the Test as detailed above. Applicant's Signature: _____							
2. FLIGHT TEST				To be completed by the Examiner			
Route: <u>LITTLE GLOING SITE (LOW)</u>							
Aircraft Type and Reg: <u>DS655 G-ARCB</u> Block Times: Depart: <u>1255</u> Arrive: <u>14.10</u> Total: <u>1h15</u>							
Test Sections:	1	2 (A)	2 (B)	2 (C)	3	4	Other
Sections to be taken:	✓	✓	✓	✓	✓	✓	✓
Result:	PASS	FAIL	PASS	PASS	PASS	PASS	PASS
(a)	✓	✓	✓	✓	✓	✓	✓
(b)	✓	✓	✓	✓	✓	✓	✓
(c)	✓	FAIL	✓	✓	✓	✓	✓
(d)	✓	✓	✓	✓	✓	✓	✓
(e)	N/A	N/A	✓	✓	✓	✓	✓
(f)	N/A	N/A	✓	✓	✓	✓	✓
(g)	N/A	N/A	✓	N/A	✓	N/A	N/A
(h)	N/A	N/A	N/A	N/A	✓	N/A	N/A
Re-test Sections:	✓						
Test Sections incomplete due:	N/A						
Items not completed:	N/A						
Re-training required/recommended:	3 SIMULATED LAUNCH FAILURES						
I have received information from the applicant regarding their experience and instruction and certify that this complies with the requirements of EASA Part-FCL.							
Examiner's Name: <u>I TESTER</u>				Examiner's No.: <u>123456A</u>			
Examiner's Signature: <u>[Signature]</u>				Date: <u>1/4/15</u>			
Authorising Competent Authority: <u>UKCAA</u>				Date of Examiner UK briefing (if applicable): <u>N/A</u>			
Received (Applicant) Signature: <u>[Signature]</u>				Date: <u>1/4/15</u>			
3. APPROVED TRAINING ORGANISATION				To be completed by the ATO			
ATO Name: <u>BGA</u>				ATO Number: <u>BGA-001</u>			
Date Training Completed: <u>28/3/15</u>				Recommended for test by (name): <u>C INSTRUCTOR</u>			

Example 3b Partial Pass Re-Test

Examiner Report for SPL/LAPL(S) Skill Test								
Please complete this form in BLOCK CAPITALS using black or dark blue ink.								
FALSE REPRESENTATION STATEMENT It is an offence under Article 231 of the Air Navigation Order 2009 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.								
1. APPLICANT AND TEST DETAILS				To be completed by the Examiner and signed by the Applicant				
Surname: <u>TYLER</u>				Forename(s): <u>ANDREW</u>				
CAA Personal reference number <u>7654321</u>				SPL <input checked="" type="checkbox"/> LAPL(S) <input type="checkbox"/>				
Initial Issue <input checked="" type="checkbox"/> Revalidation <input type="checkbox"/>				Renewal <input type="checkbox"/>				
LAUNCH METHOD								
Winch or Car Launch <input checked="" type="checkbox"/> Aerotow Launch <input checked="" type="checkbox"/>				Self-Launch <input type="checkbox"/>				
Series: <u>1</u> Attempt: <u>2</u> Date: <u>19/4/15</u>				Place of Test: <u>LITTLE GUDING SITE</u>				
I confirm I have requested the Test as detailed above. Applicant's Signature: _____								
2. FLIGHT TEST				To be completed by the Examiner				
Route: <u>LITTLE GUDING SITE (LOW)</u>								
Aircraft Type and Reg:		Block Times:		Depart:		Arrive:		Total:
Test Sections:	1	2 (A)	2 (B)	2 (C)	3	4	Other	
Sections to be taken:	01.04.15	✓	01.04.15	✓	01.04.15	01.04.15	✓	
Result:	PASS		PASS	✓	PASS	PASS	✓	
(a)	Z		Z	✓	Z	Z	✓	
(b)								
(c)								
(d)								
(e)	N/A	N/A						
(f)	N/A	N/A						
(g)	N/A	N/A		N/A		N/A		
(h)	N/A	N/A	N/A	N/A		N/A		
Re-test Sections:								
Test Sections incomplete due:								
Items not completed:								
Re-training required/recommended:								
I have received information from the applicant regarding their experience and instruction and certify that this complies with the requirements of EASA Part-FCL.								
Examiner's Name:				Examiner's No.:				
Examiner's Signature:				Date:				
Authorising Competent Authority:				Date of Examiner UK briefing (if applicable):				
Received (Applicant) Signature:				Date:				
3. APPROVED TRAINING ORGANISATION				To be completed by the ATO				
ATO Name: <u>BGA</u>				ATO Number: <u>BGA ATO - 001</u>				
Date Training Completed: <u>28/3/15</u>				Recommended for test by (name): <u>C. INSTRUCTORS</u>				

Ex 4 Incomplete Test

Examiner Report for SPL/LAPL(S) Skill Test

Please complete this form in BLOCK CAPITALS using black or dark blue ink.



FALSE REPRESENTATION STATEMENT

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1. APPLICANT AND TEST DETAILS

To be completed by the Examiner and signed by the Applicant

Surname: **TAVER** Forename: **ANTHONY**

CAA Personal reference number: **654321L** SPL ☒ LAPL(S) ☐

Initial issue ☒ Renewal ☐

Launch Method

Winch or Car Launch ☒ Airborne Launch ☒ Self-launch ☐

Series: **ONE** Attempt: **ONE** Date: **18/10/2013** Place of Test: **LITTLE GLADING**

I confirm I have requested the Test as detailed above. Applicant's Signature: _____

2. FLIGHT TEST

To be completed by the Examiner

Place: **LITTLE GLADING (LOCAL)**

Aircraft Type and Reg	1	2 (AI)	3 (J)	4 (K)	5	6	Total	Other
Test Sections:								
Sections to be tested:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Result:	PASS	PASS	PASS	PASS	INC	PASS	PASS	PASS
AI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AI	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IN	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CI	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KI	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AI	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IN	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CI	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
KI	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NIF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Relevant Sections:								N/A
Test Sections completed and due:	WEATHER DEGRADATION							
Items not completed:	Air, etc.							
Re-training required/recommended:	N/A							
I have received information from the applicant regarding their experience and instruction and certify that this complies with the requirements of FASA Part-FCL.								
Examiner's Name:				Examiner's No.:				
Examiner's Signature:				Date:				
Authorising Competent Authority:				Date of Examiner UK testing if applicable:				
Reviewed (Applicant's Signature):				Date:				

3. APPROVED TRAINING ORGANISATION

To be completed by the ATO

ATO Name: _____ ATO Number: _____

Date Training Completed: _____ Recommended for test by (name): _____

Form S-13 2152 - issue 01

Page 1 of 2

Copies of the report shall be submitted to (1) The Applicant (2) The Applicant's Competent Authority (3) The Examiner (4) The Examiner's Competent Authority (if different)

APPENDIX 2 SPL/LAPL(S) SKILL TEST TOLERANCES

Guidance Notes

Introduction:

This appendix provides flying Standards and Tolerances for the guidance of examiners conducting SPL/LAPL(S) skill tests.

The numeric Standards and Tolerances here are for **guidance only** and intended to promote a common standard across examiners. However, whilst an applicant not meeting these, particularly in terms of speed control, is unlikely to be of licence standard, it should be noted that only the items listed on Form SRG 2132 constitute the Skill Test.

The actual test tolerances are specified in AMC1 FCL.125:FCL.235. As they are essentially subjective in nature, to ensure consistency in assessment by examiners the following guidance has been developed. **Any pass/fail assessment however MUST be made on the basis of the formally specified tolerances.**

General:

Section Numbers and Headings below are as per form SRG 2132. Employing the SRG 2132 exercises, test that the applicant has the ability to operate the sailplane within its limitations, complete all manoeuvres with smoothness, accuracy and maintain control at all times in a manner such that the successful outcome of any procedure or manoeuvre is never seriously in doubt.

In the interests of safety, in all flying exercises the applicant must demonstrate good judgement and apply aeronautical knowledge as required by the exercises and any situations arising. The applicant should at all times retain a good lookout, display good airmanship, fly in trim and co-ordinate the sailplane accurately. Inaccuracies or errors should be corrected without delay.

All tolerances are based on normal flying conditions of modest turbulence and should be corrected to make allowance for the actual conditions prevailing, better or worse (and the handling qualities and performance of the glider used). Occasional excursions outside these limits are not, by themselves, cause for failure, provided they are:

***not safety critical
corrected promptly and smoothly***

SECTION 1. PRE-FLIGHT OPERATIONS AND DEPARTURE

- a. Pre-flight sailplane (daily) inspection, documentation, NOTAM and weather briefing
 - Obtain and interpret relevant current NOTAM and weather information.
 - Check valid insurance and R/T licence.
- b. Verifying in-limits mass and balance and performance calculation.
- c. Sailplane servicing compliance
 - Check ARC and maintenance information.
- d. Pre take-off checks
 - Nominate appropriate speeds for:
 - Normal flying
 - Minimum
 - Approach
 - Eventualities brief.

SECTION 2. LAUNCH METHOD

As noted on form SRG 2132, all the exercises in at least one of the three launch methods must be covered during the skill test to permit licence issue. More than one launch method can be tested if the applicant so chooses.

SECTION 2(A). WINCH OR CAR LAUNCH

- a. Signals before and during launch, including messages to winch driver.
The applicant must demonstrate knowledge of all ground and airborne signals for winch or car launching.
- b. Adequate profile of winch launch
The ability to fly a winch/ car launch with appropriate rate of change of pitch and, during full climb, appropriate drift correction.
- c. Simulated launch failure
Launch failures should achieve appropriate speed (minimum -0 +15kts) without undue delay and be followed by appropriate actions.
- d. Situational awareness.

SECTION 2(B). AEROTOW LAUNCH

- a. Signals before and during the launch, including signals to or communications with the tug pilot for any problems.
The applicant must demonstrate knowledge of all ground and airborne signals for aerotowing.
- b. Initial roll and take-off climb
- c. Launch abandonment (simulation only or 'talk-through')
Launch failures should achieve appropriate speed (minimum -0 +15kts) without undue delay and be followed by appropriate actions.
- d. Correct positioning during straight flight and turns.
- e. Out of position and recovery.
- f. Correct release from tow.
- g. Look-out and airmanship through whole launch phase
Demonstrate knowledge of the glider's possible effects on the tug.

SECTION 2(C). SELF-LAUNCH

- a. ATC compliance (if applicable).
- b. Aerodrome departure procedures.
- c. Initial roll and take-off climb.
- d. Look-out and airmanship during the whole take off.
- e. Simulated engine failure after take-off
Engine failure should achieve appropriate speed (minimum -0 +15kts) without undue delay and be followed by appropriate actions.

SECTION 3. GENERAL AIRWORK

- a. Maintain straight flight: attitude and speed control

Speed +/- 5 kts
Only minor errors in slip or skid.

- b. Coordinated medium (30deg bank) turns, look-out procedures and collision avoidance
Steady bank angle; +5deg/-10deg
Speed +/- 5 kts
Only minor errors in slip or skid.

- c. Turning on to selected headings visually and with use of compass
With compass: +/-10deg after a suitable interval.

- d. Flight at high angle of attack (critically low air speed)
Recognise the symptoms of an approaching stall.
Control aircraft within -0/+5 kts of stall speed.

- e. Clean stall and recovery (HASSLL checks)
Correct stall recovery action without excessive height loss.

- f. Spin avoidance and recovery (HASSLL checks)
Recognise symptoms of impending spin
Distinguish spin from spiral dive
Standard spin recovery action.

- g. Steep (45deg bank) turns, look-out procedures and collision avoidance
Steady bank angle; +5deg/-10deg
Once established, speed +/-10kts.

- h. Local area navigation and awareness.

SECTION 4. CIRCUIT, APPROACH AND LANDING

- a. Aerodrome circuit joining procedure.

- b. Collision avoidance: look-out procedures.

- c. Pre-landing checks.

- d. Circuit, approach control and landing
Appropriate choice of reference point
Approach angle that requires between $\frac{1}{4}$ & $\frac{3}{4}$ airbrake
Speed maintained within -5/+10 kts of nominated approach speed
Fully held off landing
After landing maintain direction with wings level until limit of aileron effectiveness and stick fully back.

- e. Precision landing (simulation of out-landing and short field)
Correct technique to achieve an accurate touchdown point.

- f. Crosswind landing if suitable conditions available
Accurate tracking of chosen approach path.
After landing maintain direction with wings level until limit of aileron effectiveness and stick fully back.

APPENDIX 3 GUIDANCE NOTES FOR THE SPL/LAPL(S) SKILL TEST BRIEFING

Example 1:

Recommended WX MINIMA for skill test/check assessment

Additionally, use judgement, ATO rules and maintain VMC throughout the test.

Visibility: Generally >6km, but not <3000m.

Cloud: GH not <1500', spin > 2500'

Wind: Within X-wind limits and smooth enough to be able to assess accurate speed control

INITIAL BRIEFING

- Meet & Greet.
- Wx general picture. Does it look good enough for you to fly the Skill Test?
- Establish ID and the test requirement: **KNOW EXACTLY WHAT YOU ARE TESTING.**
- Evidence of completion of course of training (SRG1105S).
- Evidence of successful completion of theoretical examinations.
- Training records and personal flying log book.
- For each test series, a signed certificate of recommendation for test.
- If second or subsequent test, previous SRG 2132.
- Second or subsequent series, evidence of retraining certified by CFI if required.
- Licence if applicable. Class 2 medical (PPL), EASA Medical Declaration (LAPL(S)) signed. (must be seen).
- AC documents, Tech log/Auth Sheets.
- Examiner must confirm that the aircraft is suitable for SPL/LAPL(S) Skill Test - dual controls
- Maps & Charts, current editions, got your equipment?
- What type of glider are we using?

For your performance planning; my weight is ____lbs/kg.

Do you know where to find the AIP and NOTAM / Warning / Royal Flt / Weather information?

I will then lead you through the other exercises which I'll describe in our next brief.

NB The test will consist of a number of flights, however, Sect 1c, Sect 2a (and 2b & 2c where appropriate) and Section 4) will be assessed on each flight.

MAIN BRIEF

Is today's weather suitable for the flight?

Just to remind you, the order of events will be I will give you simulated emergencies during the flight.

No need to take notes, but ask any questions you may have as we brief.

Purpose. To demonstrate your ability to conduct a private, passenger carrying flight as a pilot in command, single crew. Throughout the series of flights you will be responsible for the lookout and navigation and keeping the glider within safe gliding range of the airfield at all times. If you see another aircraft indicate it to me.

Operation. You should conduct these flights in a safe and practical manner obeying ATO & Local Procedures and National Rules. I want you to say aloud your check-list items as you do them.

The handling tolerances are there for guidance so don't get over anxious about them. Should the aircraft wander from these tolerances I will be looking for you to make smooth corrections without undue delay?

In a similar way if you think you have made a mistake then correct it; don't dwell on it. Everyone makes mistakes, so just get on with your flight, give your concentration to what you are about to do, and do that well.

During your flights although I am the captain of the aircraft I shall act as an interested passenger, open to conversation and general assistance if you wish, but I won't be able to give advice on operating the aircraft. You should give me any briefings that you feel are necessary.

"Our aim today is to convince me that you can fly a glider as Pilot in Command, with a passenger, on a private flight."

"Please treat me as a passenger that you should brief and then may ignore, or, if you wish, engage in conversation. I must not give you advice."

Aircraft documents (1 question), Technical log/authorisation sheet (2 questions). Check for hours, serviceability.

I would like you to nominate a minimum safe winch launch speed and your approach speed. If you decide to use a different speed then do tell me.

Order of events (the FE will decide on the order of events with regard to launching availability and weather): Walk through each item line by line including:

Section 1 — Pre-Flight Operations and Departures

Notams, Weather & Documentation

External Checks. Assume first flight of the day. Pre-flight inspection done? (These checks may be observed or checked by questioning).

Any questions

Section 2(A) Winch or Car Launch

Section 2(B) Aerotow Launch

Section 2(C) Self-Launch

Section 3 – General Airwork This is not a memory test. I will direct the sequence and if you are in any doubt about what to do please ask. You are responsible for the lookout and traffic avoidance:

Straight Flight. What will be your normal gliding speed?

Coordinated medium(30 deg) turns including look-out

Turning onto selected headings

Slow Speed Flight

Stalling:

Stall Recovery from:

Clean, I will tell you when to recover.

Spin Avoidance and recovery

I will enter the spin and tell you when to recover. If I don't tell you to recover by 1500', do so anyway. What will your spin recovery technique be?

All recoveries with minimum height loss, recovering back to the normal flying attitude

Steep turns: Well coordinated left and right at not less than 45°AOB maintaining entry speed during the turn, rolling out on my instruction.

Local area navigation and awareness.

Any questions

Section 4 – Circuit, Approach and Landing

– What approach target airspeed and minimum speed will you be using? Please tell if

you change your mind during the flight

I will tell you which circuits I want to see and these may include Short Field landing.
The touchdown area for each approach must be appropriate. I may nominate a touchdown area or ask you to nominate your own reference point and touchdown area.

Any questions

General Points

In the event of any real emergencies I want you, as the handling pilot, to deal with them; I may assist or take control but you should not assume that this will happen. In the event of a minor emergency, after you have taken the initial actions, we will decide whether any part of the flight profile can still be safely accomplished.

**Do you understand what you have to do?
Have you practised all of the manoeuvres that I have asked you to fly?**

Book out. Take Off at ____.

ORAL TEST

Ask questions covering normal and emergency operation of aircraft systems.

NB. A fail of the oral only requires a retest of the oral itself.

DEBRIEF

Do not get involved in argument about test result or conduct. Should there be a problem, inform the SFE and record the details & actions.

FULL PASS (or PASS WITH ADMONISHMENT)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

Section ____ was unsatisfactory. The reasons you were unsuccessful in that section are _____. (Keep it short, don't brief.)

The result means that you will have to refly Section ____

I recommend/require that you carry out retraining which should cover the items that I have indicated on the SRG2132.

**DO YOU UNDERSTAND WHY YOU HAVE FAILED THE _____ SECTION?
DO YOU UNDERSTAND YOUR RE-TEST REQUIREMENTS?**

FAIL (5 Rs: Result, Reason, Rating, Re-Training & Reg 6)

You will have to repeat the entire test because Sections __, __, __ were unsatisfactory.

Section ____ was unsatisfactory because _____

Section ____ was unsatisfactory because _____

I recommend/require you to carry out . . . hours (if appropriate) retraining to cover the items which I have indicated on the SRG2132 before starting your next test series.

DO YOU UNDERSTAND WHY YOU HAVE FAILED?

DO YOU UNDERSTAND YOUR RETRAINING AND RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have the following points that should help in your next test.

Admin Notes:

- Pass: sign examiner section of SRG1105S.
- Applicant to sign SRG2132 sheet 1, top & bottom. Explain the layout of the form. Give one copy to applicant for him to keep and present at his next attempt. Examiner keeps a copy.
- Send copy of SRG 2132 plus 2129 if applicable to FCS Support. .
- **NB:** if fail, F2132 write-up must be legally specific. See Appendix 1, Example 2.

For the applicant, record the flight as: PICUS (pass) or Pu/t (fail, partial). Examiners should countersign the applicant's logbook entry to authorise the claiming of PICUS.

Example 2: (Andy's own version)

Recommended WX MINIMA for skill test/check assessment

Visibility: Generally >6km, but not <3000m.

Cloud: GH not <1500', spin > 2500'

Wind: Within site limits

INITIAL BRIEFING

- Meet & Greet. Put at ease (as far as possible)
- "Does the weather look good enough? In the main brief I'll ask you to show me how you checked"
- What test is required? What launch type?
- "Once we're sure that we have everything needed, we'll each do our own preparation and then do the main brief."

- "Sorry, I have to ask for ID; your driving licence would be just fine"
- "Please could I have your:
 - licence application form (SRG 1105S) with boxes 1-9 fully completed.
 - Examiner Report (SRG 2132) with boxes 1 & 3 fully completed
 - BGA ATO Training & Authorisation Record
 - BGA ATO TK Record
 - medical
 - log book
 - for second or subsequent test:
 - previous Examiner Report
 - previous Failure Report (SRG 2129)
 - if required, evidence of retraining"

In the main brief, as well as the weather, I shall ask you to show me:

- How you have checked that the glider is OK for flying
- How you have checked NOTAM, other airspace and flying information

For weight & balance, my weight is ____lbs/kg.

"This will not be a memory test

(unless you wish to use memory rather than your own guide or checklist for preparation)

Once airborne, I'll tell you what I need to see"

"Let's get back together at xx:xx"

Examiner checklist

- Candidate's ID: must be government issued
- Licence application form – boxes 1-9 fully completed
- Examiner Report – boxes 1 & 3 fully completed
- BGA ATO Training & Authorisation Record – no gaps
- BGA ATO TK record: all subjects passed within 18 months
- Any previous Examiner & Failure Reports
 - Has required training been completed?
- Populate fresh Examiner Report

- Examiner's own self-briefing:
 - Own licence, examiner's certificate & recency all OK.
 - Glider suitable & serviceable
 - Notams
 - Weather

MAIN BRIEF

"Are you ready to go flying?"

<Andy Miller-ism: "Great, that's the best bit!">

"Just to remind you: this will not be a memory test, unless you wish to use memory rather than your own guide or checklist for preparation.

We'll go through this brief; you can show me your preparations, then we'll go and fly as many launches as we need to see all the items done.

Once airborne, I'll tell you what I need to see.

No need to take notes, but ask any questions you may have as we brief."

Purpose.

"Our aim today is to convince me that you can fly a glider as Pilot in Command, on a private flight."

Flying.

"I shall need to see you fly safely, practically and smoothly, obeying rules & procedures.

I shall be the Pilot in Command, but will need to see you act as the PIC throughout.

Please treat me as a passenger that you may ignore or, if you wish, engage in conversation. I must not give you advice.

Throughout, you will be responsible for lookout, navigation and keeping the glider within safe gliding range of the airfield. If you see another aircraft, tell me about it.

Please say your checks out loud.

I'll be asking questions as we go to confirm your understanding.

Don't get over anxious about the tolerances that are published for our guidance.

We all make mistakes from time to time.

If you do make one, it is best to simply correct it, smoothly and without fuss, and get one with what you are about to do.

Please, what will be your:

- (car/winch only) minimum launch speed?
 - speed when there is neither lift nor sink?
 - target & minimum speed for the approach?
- If you decide to use different ones, do tell me.

My plan is to see you:

- Prepare yourself and the glider; please assume that this is the first flight of the day. (I may substitute with questioning)
- Fly:
 - launches
 - (car/winch only) I shall simulate launch failures by pulling the cable release.
 - (self-launch only) I shall simulate engine failure by closing the throttle.
 - straight flight & medium turns, rolling out towards specified features or compass headings

For slow flight, I shall ask you to show me:

- Straight and turning flight just a couple of knots above the stall speed
- Recovery from a variety of clean stalls. For each, I shall tell you what stage to recover at, or simply say "recover now".
- I shall, of course, need to see you carry out appropriate pre-stall checks.

Successful recovery from these will have demonstrated to me that you can avoid spins.

- Next, we shall need to do a spin itself. Entry is not assessed in this test, but would you be happy to enter a spin? (Alternative is for me to enter and then hand over control)
- When I tell you, recover from the spin.
- If you have heard nothing from me by 1,500 ft, take recovery action anyway.
- There is little time for talking when spinning, so please tell me now what your spin recovery

technique will be.

All your recoveries should return to normal gliding without excessive height loss.

Finally, before returning to the circuit, I shall ask you to fly steeper turns – about 45°AOB.

After all these distractions, please make sure that we join the circuit at an appropriate height. I need to see you fly circuits with normal checks, at normal speeds and with appropriate decisions to put yourself in a position for a normal approach.

For each approach you will need to choose an appropriate touch down area, just like normal. For the precision landing I shall nominate one.

Throughout our flying, if anything should go wrong, please deal with it. Believe me, I shall be watching closely, might offer advice and may even take over, but please don't rely on me doing either. (car/winch & self-launch only) other than launch failures, I shall not simulate any other emergencies.

Any questions?

Do you understand what you have to do?

Have you practised everything that I have asked you to fly?

Right, please now show me your preparations:

Ask questions about:

- Aircraft documentation
- Notams
 - Obtained appropriate brief
 - Correct identification of threats
 - Other questions as appropriate
- Weather
 - Obtained appropriate brief
 - Correct identification of threats
 - Other questions as appropriate
- Normal and abnormal glider operation of the glider

FULL PASS

- Congratulations!
- Administer encouragement or admonishment
- Offer optional minor points summary

Paperwork

- Countersign candidate's log book as PICUS
- Complete Examiner Report (SRG 2132)
 - Candidate sign SRG 2132 - twice
- Assist the candidate to complete box 10 of Licence Application (SRG 1105S) (yes, really)
- Complete SRG 1105S box 11D
- Offer cross check rest of licence Application
- Keep copies of everything
- Distribute SRG 2132 as noted at foot of page 1

PARTIAL PASS

Do not get involved in argument about test result or conduct. Should there be a problem, inform the chairman of the BGA Examiners' panel; record details & actions.

Paperwork

- Complete Examiner Report (SRG 2132) except for applicant's signatures, (allow enough time)

"I am not yet able to sign up a full pass."

"Section ____ was not successful because _____ (keep it short and factual)"

To achieve a full pass we shall need to see you fly this Section successfully.
(plus whatever flying is needed to get in a position to do so)

I have indicated on this Examiner Report the items which I could not see successfully achieved and made either recommendations or requirements for you to achieve success."

"Next will be 'Attempt 2' of this Skill Test Series."

"Do you understand:

- why this Section was not successful?"
- what you will need to do to achieve success at the next test?"
- the retraining recommendation or requirement?"

Offer optional minor points summary.

Paperwork continued:

- Countersign candidate's log book as 'Pu/t'
 - Candidate sign SRG 2132 - twice
 - Keep copies of everything
- Distribute SRG 2132 as noted at foot of page 1

FAIL

Do not get involved in argument about test result or conduct. Should there be a problem, inform the chairman of the BGA Examiners' panel; record details & actions.

Paperwork

- Complete Examiner Report (SRG 2132) except for applicant's signatures.
- Complete Failure Report (SRG 2129) (allow enough time)

"I am not yet able to sign up a pass."

"Sections ___ & ___ were not successful because _____ (keep it short and factual)"

To achieve a pass we shall need to see you fly an entire Skill Test successfully.

I have indicated on this Examiner Report the items which I could not see successfully achieved and made either recommendations or requirements for you to achieve success."

"Next will be Series 2 for this Skill Test"

"Do you understand:

- why these sections were not successful?"
- what you will need to do to achieve success at the next test?
- the retraining recommendation or requirement?"

Offer optional minor points summary.

Paperwork continued:

- Countersign candidate's log book as 'Pu/t'
- Candidate sign SRG 2132 – twice
- Candidate sign SRG 2129
- Keep copies of everything
- Distribute SRG 2132, with SRG 2129, as noted at foot of page 1
- Send SRG 2129 to FCS Support

INCOMPLETE

Do not get involved in argument about test result or conduct. Should there be a problem, inform the chairman of the BGA Examiners' panel; record details & actions.

Paperwork

- Complete Examiner Report (SRG 2132) except for applicant's signatures (allow enough time)

"I am not yet able to sign up a pass."

"This is because I have not yet seen full attempts at Section(s) ____ (& ____) (keep it short and factual)

To achieve a full pass we shall need to see you fly this (these) Section(s) successfully.
(plus whatever flying is needed to get in a position to do so)

I have indicated on this Examiner Report the items which items I was able to see successfully achieved and made either recommendations for you to achieve success."

"Next will still be 'Attempt 1 (or 2)' of this Skill Test Series."

"Do you understand:

- why this (these) Section(s) was not complete?"
- what you will need to do to achieve success at the next test?"
- the retraining recommendation?"

Offer optional minor points summary.

Paperwork continued:

- Countersign candidate's log book as 'Pu/t'
- Candidate sign SRG 2132 - twice
- Keep copies of everything
- Distribute SRG 2132 as noted at foot of page 1

APPENDIX 4 GUIDANCE NOTES FOR THE INSTRUCTOR Assessment of Competence BRIEFING

Recommended WX minima for VFR skill test/check assessment.

Additionally, use judgement, Aircraft Handbook/ATO rules and maintain VMC throughout the test (at the examiners discretion).

Visibility: Generally >6km, but not <3000m.

Cloud: GH not <1500', spin 2500'

Wind: Within X-wind limits and smooth enough to clearly teach the selected exercises.

ADMINISTRATION

Confirm with the applicant that the weather is suitable for the assessment.

(**Note:** Applicants shall comply with the minimum weather conditions specified in their Training Organisation's Flying Order Book or Operations Manual, or other more stringent limitations if applicable (e.g. State Minima). However, when extreme conditions of high wind speed, severe turbulence, icing or thunderstorms exist, the examiner may determine that this would make the flight difficult to assess and may override the applicant's willingness to proceed.)

Confirm the assessment requirement, type of aircraft and nominated flight exercise where applicable.

Inspect the documents (as appropriate): licence, course report and recommendation for assessment, SRG 1131/1135 as appropriate. Aircraft documents, flight manual checklists (IF screens if required).

GENERAL BRIEFING

AIM

The purpose of today's assessment is to assess your ability to give instruction to a student pilot both in the air and on the ground; therefore, throughout the assessment the you will be assessed on the following:

- Preparation of resources,
- Creating a climate conducive to learning,
- Presentation of knowledge,
- Integration of Threat and Error Management (TEM) and CRM,
- Management of time to achieve training objectives,
- Facilitation of learning,
- Assessment trainee performance,
- Monitoring and reviewing progress,
- Evaluation of the training sessions,
- Reporting of outcome.

In addition you will be assessed on the following practical skills:

- Ability as an instructor to impart knowledge and skill.
- Flying ability, accuracy, demonstrations, airmanship and making efficient use of time and airspace.
- Knowledge of teaching exercises and their sequencing.
- Student involvement.
- Accuracy and synchronisation of 'patter.'
- Technical knowledge and standardisation of exercises.
- Analysis, correction and debrief of faults.

Responsibilities

- You are to assume command and act as Captain of the aircraft in accordance with the Flight Manual and procedures for Single Pilot Operations.
- You will be responsible for the decisions necessary for the safe and practical conduct of the flight, in accordance with current legislation and the Training Organisation's Flying Order Book or Operations Manual. You are to assume that I am a student pilot and therefore, you can expect only limited assistance (however, I will have overall command of the aircraft and

will sign the Tech Log where applicable).

Planning

- I will check your planning prior to the flight. I may question on aspects of the planning, for example: choice of operating areas, NOTAMS, mass & balance etc.

Checks

- Throughout the assessment the approved aircraft checklist shall be used.
- Assume that the assessment is the first flight of the day and you will be expected to carry out a pre-flight inspection explaining to the 'student' what you are checking and why.
- Airborne checks may be completed from memory, or from alternative notes, but must be in accordance with the checklist and each check item spoken aloud.

Assessment Tolerances

- You should be able to produce convincing demonstrations and therefore, your handling skills and flying accuracy should be of an above average standard. I will be looking for you to make smooth corrections without undue delay.
- In a similar way if you think you have made a mistake then correct it, don't let it worry you. Everyone makes mistakes, carry on with your flight, and concentrate on what you are doing.

Aircraft Control

- When we need to pass control of the aircraft between us at any time, the standard procedure is to be used, i.e., "Follow me through", - "You have control", - "I have control".

Emergencies

- If we experience a real emergency or malfunction, the handling pilot will deal with it and the assessment will be suspended. The handling pilot is to achieve a safe flight configuration, I will give all the assistance required however, as Captain I reserve the right to take control if necessary.
- Practice emergencies will be briefed prior to the exercise as appropriate.

ASSESSMENT ADMINISTRATION

Role Play

I will play the part of a student pilot of average ability, who has completed all the elements of the course prior to today's lesson, including any pre-lesson study that you prescribed.

DEFINITIONS

- If I ask you to 'DEMONSTRATE' a manoeuvre I want you to fly the exercise as a demonstration of flying skill.
- If I ask you to 'PATTER' an exercise I want you to talk through as you fly the manoeuvre or exercise, bringing out any relevant teaching points but without breaking the exercise down into a lesson or giving student practice.
- Finally, if I ask you to 'TEACH' an exercise or manoeuvre, I want you to break down the exercise into its' relevant parts and devise a lesson giving me practice as a student and noting or correcting any faults that I might have.

Use of Notes

Whilst it is expected that you should have a sound understanding of the content of the flight exercise, occasional and judicious reference to notes is permissible throughout the assessment, however, this should not be to the detriment of the smooth flow or safety of the exercise.

Theoretical Knowledge Questions

On completion of the flight phase in the ground questioning, I will ask you some student questions on subjects chosen from the theoretical knowledge subjects, which will be relevant to typical flying problems. You are to use these questions as a teaching situation and treat me as a student pilot. Use the board and any visual aids to illustrate your answers. Remember that this is an opportunity to demonstrate your teaching skills and not just an assessment of knowledge.

The subjects that you will be questioned on are considered to be fundamental to the syllabus and it is anticipated that having met the knowledge pre-requisite requirement for the course, you should already be familiar with the subject matter. However you will also be assessed on the ability to impart the knowledge of the subject to the student. Whilst assistance from notes, 'board plans', aids and other readily available reference materials is permissible to assist, this should not detract from the overall flow and continuity of the lesson.

ASSESSMENT SEQUENCE

(This will be determined by the Examiner with regard to weather, a/c availability, ATC restrictions etc.)

I propose the following order of events; initially I will ask you to give me the long brief for the flight exercise you have prepared, followed by a short pre-flight brief. We will then carry out the flying exercises, after which you can debrief me as the student. We will then take a short lunch break after which we will follow on with the theoretical knowledge questions. Finally I will debrief you on the day's activities, make my overall assessment and complete the paperwork. Are you happy with this format?

For the main flight exercises I want you to teach me ...(nominated exercise). You have 15 minutes to prepare. In the air you will teach me this exercise and monitor me as a student. When I have seen enough of this exercise we will complete the secondary exercises we have agreed. For the secondary exercises you can assume that I've done all the required training up to that exercise and that I've been briefed before flight. After flight you will be required to debrief me on my performance as a student pilot.

Other mandatory exercises will be covered by asking you to patter or demonstrate the exercises (if not already covered by the main exercises).

(A): Spinning is invariably to be taught or patterned, not just demonstrated.

OVERALL DEBRIEFING

Do not get involved in an argument about assessment, result or conduct. Should there be a problem inform the SFE or CAA Staff FE(H) and record the details & actions.

RESULT

Give the result first (if the result is a marginal pass you may wish to debrief the marginal aspect first to give impact before announcing the pass).

If one Section is failed, assess as a Partial Pass and detail reassessment requirements:

Further training may be recommended after a partial pass or a fail.

Do not labour your debrief but keep to salient points only; it will have been a long day for your applicant).

FLIGHT EXERCISES DEBRIEF

Deal with the pre-flight brief in logical steps e.g.:

- Overall presentation leading to layout, use of colour, use of visual aids, use of diagrams, neatness/clarity of writing.
- Instructional technique; manner, stance, eye contact, involving student, clarity of speech and explanations.
- Technical content; sequence of exercise, factual errors, breakdown of lesson/lesson plan, omissions.

Deal with main and secondary exercises in a logical order e.g.:

- Overall lesson plan/structure.
- Instructor demonstrations and flying accuracy.
- Student involvement.
- Accuracy and synchronisation of 'patter'.
- Student monitoring and fault analysis.

Finish with the instructor debrief of his 'student'.

Debrief of mandatory exercises.

THEORETICAL KNOWLEDGE DEBRIEF

Use similar techniques to debrief the Long Brief first followed by the theoretical knowledge oral. Concentrate on instructional technique followed by technical content. This is not an opportunity to demonstrate your superior knowledge but merely to identify any weak areas and to praise strengths.

APPENDIX 5 THE UK ISSUED EASA LICENCE

Pilots are not permitted to cut up their licence as its format and layout is stipulated by EASA regulations.

<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>Continued on Page 12</p>	<p>5</p> <p>6</p>	<p>7</p> <p>8</p>	<p>9</p>
<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p>

FRONT-SIDE

1. Licence Type, initial issue date and state of licence issue.
2. Validity statements.
3. Radiotelephony privilege details.
4. Remarks endorsed upon licence, including Language Proficiency level and validity period. NB Remarks continue on Reverse-side if necessary.
5. Ratings held, and associated remarks/ restrictions. Only current ratings are detailed.
6. If an Examiner certificate is held, then it is indicated here and refers to separate authorisation.
7. Personal Details and details of issuing authority.
8. In order to comply with EASA regulations, licences are prefixed with "GBR" rather than "UK".
9. Front cover when the licence is folded: Includes Indication of whether licence is a Part-FCL licence.
10. Certificate of Revalidation: details current ratings and their valid-until dates, in addition to the associated test date. Also provides test date of any current Instrument Rating tests.
- 11,12. Further Certificates of Revalidation.
13. Explanation of abbreviations used in the licence.

<p>Note: This page does not form part of the licence</p> <table border="1"> <tr><td colspan="2">Ratings previously held by licence holder</td></tr> <tr><td>Licence Number</td><td>GBR.FCL.AT.123456.A.A</td></tr> <tr><td>Last and first name of licence holder:</td><td>EXAMPLE, New Format Licence</td></tr> <tr><td>Class/Type/IR</td><td></td></tr> <tr><td>CL604/605</td><td></td></tr> <tr><td>B747-400</td><td></td></tr> <tr><td>Instructors</td><td></td></tr> <tr><td>TRI B747-400</td><td></td></tr> </table> <p>14</p> <p>GBR.FCL.AT.123456.A.A Page 9 of 16 21/12/2011</p>	Ratings previously held by licence holder		Licence Number	GBR.FCL.AT.123456.A.A	Last and first name of licence holder:	EXAMPLE, New Format Licence	Class/Type/IR		CL604/605		B747-400		Instructors		TRI B747-400		<p>Note: This page does not form part of the licence</p> <table border="1"> <tr><td colspan="2">Ratings previously held by licence holder (Continued)</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table> <p>15</p> <p>GBR.FCL.AT.123456.A.A Page 11 of 16 21/12/2011</p>	Ratings previously held by licence holder (Continued)																<p>INTENTIONALLY BLANK</p> <p>GBR.FCL.AT.123456.A.A Page 11 of 16 21/12/2011</p>	<table border="1"> <tr><td colspan="2">Remarks – continued from page 3</td></tr> <tr><td>III</td><td>Licence number: GBR.FCL.123456.A.A</td></tr> <tr><td>IV</td><td>Last and first name of licence holder: EXAMPLE, New Format Licence</td></tr> <tr><td>XIII</td><td>Radiotelephony Remarks</td></tr> <tr><td></td><td>VHF Only</td></tr> <tr><td></td><td>No Further Entries</td></tr> </table> <p>16</p> <p>GBR.FCL.AT.123456.A.A Page 16 of 16 21/12/2011</p>	Remarks – continued from page 3		III	Licence number: GBR.FCL.123456.A.A	IV	Last and first name of licence holder: EXAMPLE, New Format Licence	XIII	Radiotelephony Remarks		VHF Only		No Further Entries
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REAR-SIDE

14. Expired Ratings: Any ratings that are no longer current will be listed here.

15. Provision for a second page of Expired Ratings.

16. Continuation of Remarks and Restrictions from the front-side of the licence, if applicable.

APPENDIX 6 PROCEDURES FOR THE RECORDING OF FLIGHT TESTS, CHECKS AND ASSESSMENTS OF COMPETENCE

COMPLETION OF CERTIFICATE OF REVALIDATION

Checking of Licences

Examiners are reminded that, as an essential part of each skill test, proficiency check or assessment of competence, they are required to check the applicant's licence and medical certificate for currency. In addition, they should check that the licence holder has signed the licence, FRTOL (JAA licences) and medical certificate.

Certificate of Revalidation

Licences are issued containing blank Certificate of Revalidation pages. In JAA licences Form FCL 150CJAR is to be used to supplement these pages as required. When a new FCL 150CJAR is added to a licence the licence holder's name and reference number should be inserted at the top. All rating renewals and revalidations are to be recorded on these pages.

The Certificate of Revalidation may only be signed for ratings that are shown in Section XII of the licence and which are current or have expired by less than 3 years. Certificates of Revalidation cannot be signed for ratings shown on the reverse of an EASA licence.

Revalidation by Experience (SPL & LAPL(S))

Examiners are reminded that, for SPL/LAPL(S) revalidation by experience, any EASA certified examiners (aeroplane or helicopter) can sign the revalidation. This includes Type Rating Examiners (TRE). If the examiner is not confident with the process then he does not have to sign.

The process requires the examiner to:

1. Check the applicant's logbook for the Part-FCL.740.A(b) requirements. Ensure that the 'one hour dual flight' has been countersigned by the FI/CRI who undertook it.
2. Sign the applicant's licence at Ratings - Certificate of Revalidation.
3. Complete appropriate Form SRG2199; make 3 copies (applicant, examiner, CAA L&TS) plus copy for examiner's National Authority if not the UK.

SEP/TMG Entries

Where both TMG and SEP ratings are held, revalidation (but not renewal) of both ratings can be achieved by either experience or by flying a proficiency check in either class. In this case the entry in the Rating column should be:

TMG/SEP(Land)

If the ratings lapse then each must be renewed separately by skill test.

Licences from other EASA Member States

Examiners holding a UK authorisation may only carry out proficiency checks, skill tests or assessments of competence on pilots holding EASA licences from other member states if they have been briefed and authorised by that state Authority; they must comply fully with the administrative requirements of that state for the check/test/assessment to be valid.

Rating/Certificate Expiry Dates

The precise rating/certificate expiry date entered on the Certificate of Revalidation depends on whether the rating/certificate has been issued, renewed or revalidated. The UK CAA is adopting the rule given in Part-ARA.FCL.215 extending validity to the end of the month. Guidance is given below:

Event	Expiry Date	Notes
Initial Issue	Test date extended to the end of the month plus rating validity period. eg: SPL Test Date 23/10/2012 Expiry Date 31/10/2013	Initial issue of ratings and certificates, or ratings and certificates expired by more than 3 years, may only be entered in the licence by CAA L&TS.
Renewal – rating or certificate expired by more than 3 years		Entered in the licence by the examiner.
Renewal – rating or certificate expired by 3 years or less		
Revalidation *	Current expiry date extended to the end of the month plus rating validity period	If carried out in the laid down period before expiry.

* Note: If revalidation is carried out early, prior to the laid down period before expiry, the new expiry date will be the test date extended to the end of the month plus rating validity period.

APPENDIX 7 THE UK DATA PROTECTION ACT 1998 - RESPONSIBILITIES OF EXAMINERS

The Data Protection Act 1998 (the Act) regulates the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information. The CAA are notified under the Act as a data controller and its provisions apply to all of the personal data collected by the CAA or on behalf of the CAA by its contractors. Non-CAA staff examiners, other than FE(CPL) and IRE, are not contracted by the CAA and are responsible for their own compliance with the Act.

As an examiner carrying out tests, it is important that you understand the provisions of the Act and safeguard personal data that you collect during testing accordingly. Central to the Act are the 8 principles of data protection:

Personal data shall be:

- Processed fairly and lawfully and only if certain criteria are met.
- Obtained only for one or more specified and lawful purposes.
- Adequate, relevant and not excessive in relation to purpose(s) for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than necessary.
- Processed in accordance with the rights of data subjects under this Act.
- Kept Securely. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 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.

Applying these principles to the official records that you keep after test flights, i.e. the appropriate CAA forms (SRG2127, SRG2129 etc), these records must be:

- Not used for any other purpose than as test records.
- Kept for only as long as necessary. You must keep test forms for 5 years and then securely destroy them.
- Not disclosed to any unauthorised person. Disclosure should be limited to the test subject, CFI, HT and appropriately authorised members of the CAA.
- Kept securely - you must ensure that physical and electronic security measures are adequate to prevent unauthorised access to, or loss of, any personal data. This will include being extra vigilant when travelling, keeping your baggage with you at all times, making sure it is secure, proper encryption or password protection on electronic devices, and secure (i.e. locked) areas inside your home.
- Not transferred outside the EEA (eg 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 test records but should 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.

It should be noted that examiners might have to produce any of their test records under either the Subject provisions of the Act, or the Freedom of Information Act 2000.

For those with Internet access, a full description of the rights and obligations conferred by the Act can be found at <http://www.ico.gov.uk>. Examiners should read the information on the site and consider whether they should register as a data controller in order to comply with the Act.

CAA staff and contracted examiners can contact the CAA's External Response Team, responsible for Data Protection at the CAA, on 01293 573886 or 01293 573873 (E-mail: external.response@caa.co.uk).

Data Breaches

Any loss of information or equipment containing personal data handled and/or processed on behalf of the CAA by CAA employees and contracted examiners, 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.

The CAA's [Data Breach Protocol](#) details the steps to be taken should a data breach occur. If you do not have access to the CAA intranet, please report any breach to the External Response Team on 01293 573886 or 01293 573873 (E-mail: external.response@caa.co.uk.)

Senior Examiner's Supplement

SE1 Examiner's AoC Brief (Example 1):

Examiner Assessment of Competence (AoC)

Can I Confirm that the AoC to be completed today is for the *initial Issue / *Renewal / *Revalidation.
For a *Senior Examiner (Sailplanes)/ *Flight Instructor Examiner (Sailplanes) / *Flight Examiners
Certificate (*Delete as required).

AOC Format:

You will Brief, conduct and assess a *Licence Skill Test (LST) / *Assessment of Competence (AoC)
which will be flown on the *Glider simulator / *Glider / *TMG / *SLMG by (Name) who will act
as your "dummy" applicant today (*delete as required).

Describe the "dummy" applicant scenario. Explain that they will provide the appropriate paperwork.

Having conducted the flight I will give you 5-10 minutes to gather you thoughts and reach a decision,
complete the appropriate paperwork and de-brief as required.

My role today is that of an observer of the day's events and shortly I will withdraw and allow you to
conduct the skill test unhindered.

At the end of your debrief I will give you my result and will then debrief any issues, or points which
occurred during today's events and then I will complete a TS10 which will be sent off to *CAA / *BGA
(delete as required) for processing.

Check Applicant examiners Licence details and any relevant paperwork. Including "dummy" applicants
licence details.

Any Questions?

SE2 Examiner's AoC Brief (Example 2):

Examiner Assessment of Competence (AoC)

(Andy's Checklist 3 Dec 2013)

SE(S)	Correct test?	
	Weather OK?	
	ID	
	Please can I see	licence
		log book
		SRG1128 letter of authorisation
		examiner course completion certificate

SE(S) candidate should have with him	TS10
	Extracts from BGA FEH

Candidate examiner should have	TS10
	SRG1128 letter of authorisation
	SRG2132 Examiner Report for SPL/LAPL(A) Skill Test
	SRG2129 Failure form
	Extracts from BGA FEH

Dummy test candidate should have: ID

SRG 1105S issue 2 SPL/LAPL(S) Application
(includes course completion certificate)

Medical

Training & Authorisation Record

Log book

Notams

Weather

Aircraft documentation

Insurance

ARC

Defect log

R/T licence

GUIDANCE NOTES FOR TS10 - COMPLETION AND SUBMISSION ELECTRONICALLY

The easiest way to navigate this form is by using command key – F11 – this will take you from box to box

Type of Assessment:

Please delete all non relevant information and do not use *hi-lite* as this document will be scanned.

Therefore for a TRE revalidation you would have, **for example:**

- a) Revalidation
- b) TRE/IR (SPHPCA) **or** TRE (SPHPCA) **or** TRE/IRR(H) **or** FE and/or FIE
- PLEASE NOTE: DO NOT USE THIS TS10 FOR STAND ALONE CRMI G/SCHOOL TESTS/CHECKS**
- c) OPC/LPC **or** LST

Inspectors please enter the advice note number as the Job number if applicable.

Section A

Applicants name - as shown on her/his Licence

Current personal e-mail address = personal e-mail preferred but if none then company e-mail
N.B This information is used for our mailing list which is entirely electronic

Sponsoring Company name, for Public Transport Examiners, as shown on AOC or Training Org. Approval

(please do not use 'trading as' names)

Crew under check - enter as indicated / Date of Assessment – Location – Timings - Aircraft type - Aircraft registration or / and STD code

Note: a/c type is the a/c **or** sim type the check is being carried out in.

Section B

- 1 detail as requested
- 2 maintain a balance between a memo and a wordy report whilst giving as full a picture of the detail and your assessments as you think fit. Box will expand as you type - Please remember not to put 'third party' names in your narrative of the test/check – i.e. those other than the reportee should be identified only as 'the Captain' or the First Officer' etc. – please indicate pass or fail
- 2a detail your recommendations and outline the retraining requirements if any, for the candidate, after discussion with the candidate
- 3 detail all reasons for any 'crew under check' failures
- 4 Instructor assessment tests must be reported on the appropriate Instructor Rating form SRG1132, SRG1133 or SRG11135 as applicable
- 5 CRM – confirm compliance if applicable. **Groundschool should not be reported on this TS10**

Section C

Please note this section is for 'Examiner Recommendations' only

- 1 & 2 delete not applicable items
- 3 enter dates or delete row as applicable
- 4 Indicate which or delete row as applicable
- 5 please name a/c classes and types

- 6 indicate whether or not Examiner will be doing Operator Proficiency checks (only applicable is EU-OPS included in Standardisation Course)
- 7 Language proficiency assessment to level 6 - please enter: Yes/No/ Refer to L&TS or previously assessed, as appropriate

Section D

a), b), c) and d) please enter if applicable only

Then please indicate if you want FCS Support to send a copy to the assigned company FOI (for an AOC) or Licensing Standards Inspector (for an ATO)?

FINALLY

Please enter your details as requested and then **e-mail** as a 'WORD' attachment to the appropriate Licencing & Training Standards address as indicated at the top of the report page

PLEASE DELETE THIS PAGE PRIOR TO EMAILING YOUR REPORT

AUTHORISATION REPORT

Only to be completed by: CAA Inspectors, Flight Instructor Examiners, Flight Examiners, Senior Examiners or representatives duly authorised.

Type of Assessment	a)	*Initial or *Revalidation or *Renewal or Sampling/Standardisation	Stats Ref. No	
	b)	*PPL / *CPL / *FIE / *FE / *FE / *IRE / *IRR (H) / *CRE / CRE/IRR / * SFIE/ *TRIE / *SFE / *TRE (inc..SPHPCA)	Job number	
	c)	*LST / *LPC / *OPC		

Reports for Examiners (A) & (H): - PPL / CPL / FIE/ FE/ IRE / CRE/ CRE/IRR / TRIE SPSE (H) / TRE (H) non PT **only** must be emailed to: singlepilot-examinerreports@caa.co.uk for signature and processing of Authority

Reports for Examiners (A) & (H): - SFIE / TRIE / CRMI / SFE / TRE (inc. SPHPCA) & TRE/IRR (H) must be emailed to: flightcrewstandards@caa.co.uk for signature and processing of Authority

SECTION A

APPLICANTS NAME AND CURRENT <u>PERSONAL</u> E-MAIL ADDRESS:			CAA LICENCE / REFERENCE No:		
SPONSORING COMPANY NAME:					
CREW / CRM	P1		LICENCE / REF. NO.		
UNDER CHECK	P2		LICENCE / REF. NO.		
DATE OF ASSESSMENT:		LOCATION		BLOCK TIMINGS:	ON OFF
AIRCRAFT TYPE:		AIRCRAFT REGISTRATION:		STD CODE:	

SECTION B

1	Route and Approach Aids used, and/or content of Test/Training:
2	Assessment (to include details of Briefing, Conduct of Flight and De-briefing):
2a	Fail – retraining and/or other recommendations:

***PASS / *FAIL**

3	Reason for “Crew under Check” Failure:
4	Instructor assessment tests must be reported on the appropriate Instructor Rating form SRG1132, SRG1133 or SRG1135 as applicable
5	CRM I confirm that the candidate has complied with the revalidation requirements of : EU-OPS Subpart N for CRM (A) and/or* JAR-OPS 3 Subpart N for CRM (H) *YES / NO N.B. All <u>CRM Groundschool</u> should only be reported on CRM TS10

SECTION C EXAMINER AUTHORISATION RECOMMENDATION			
(*Delete as appropriate)	1 a) Initial Issue	b)*Three Year Revalidation/Renewal	c)*Change OR *Add Aircraft Type
	2 a) *Aircraft only	b)*Simulator only	c) *Aircraft and Simulator
A Senior Examiner may, <u>with prior permission</u> , conduct items 1b) or 1c)			
3	Provisional Authority issued to: (3 month validity)		Examiner Authority signed & valid until: (to end of month)
4	Asymmetric Testing In An Aeroplane In Flight: (*Delete as appropriate) *YES / *NO		
5	Suitable to conduct Checks in a/c type/s (please name all classes &/or types):		
6	Suitable to conduct PT - Operator Proficiency Checks (as applicable to EU-OPS/JAR-OPS 3 & the ANO) *YES / *NO		
7	Language Proficiency Level 6 assessment: YES/ NO / Refer to L&TS/ Previously assessed		

SECTION D CHECK LIST				
Please tick boxes ✓ for: PPL, CPL, FIE, FE, IRE, CRE, CRE/IRR, FE PPL, TRE (H) (non PT applicants only)				
a) Licence current	<input type="checkbox"/>	b) Flight Instructor current	<input type="checkbox"/>	c) Medical current
				d) Appropriate A/C Rating current
Do you want FCS Support to send a copy of this report to the assigned company FOI (for AOC holder or Licensing Standards (for ATO)?				*YES / *NO / *N/A (*Please delete as appropriate)
Name in BLOCK CAPITALS of Inspector / Examiner <u>and</u> e-mail address				
			CAA LICENCE No:	Date:

COMMENT & ACTION RECOMMENDED BY CAA: FLIGHT CREW STANDARDS INSPECTOR OR CHIEF FLIGHT EXAMINER

Issue as recommended or update data base as appropriate: **YES / NO**

Signature:	Date:
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