Shared Services Centre
Technical Governance and Support Services
Technical Approvals

Standards Document 14(H), Version 03
Guidance to Single Pilot Helicopter Examiners for the conduct of:

Type and Instrument Rating Skill Tests, Proficiency Checks and Operator Proficiency Checks

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GLOSSARY OF ABBREVIATIONS AND TERMS

AMC	Acceptable Means of Compliance
AoC	Assessment of Competence
ATPL	Airline Transport Pilot Licence
CofR	Certificate of Revalidation
CPL	Commercial Pilot Licence
EASA	European Aviation Safety Agency
FEH	Flight Examiners Handbook
FE (CPL)	Flight Examiner Commercial Pilot Licence
FE (H)	Flight Examiner Helicopters
FE (PPL)	Flight Examiner Private Pilot Licence
FIE (H)	Flight Instructor Examiner (Helicopter)
GM	Guidance Material
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
Part-FCL	Part Flight Crew Licensing
ME	Multi Engine
MEH	Multi Engine Helicopter
OM	Operations Manual
OPC	Operator Proficiency Check
Proficiency check (PC)	Demonstration of skill to revalidate or renew a rating and including such oral examinations as may be required.
Renewal	The administrative action taken after a rating or certificate has lapsed for the purposes of renewing the privileges of the rating or certificate for a further specified period.
Revalidation	The administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period, consequent upon the fulfilment of specified requirements.
RT	Radiotelephony
SE	Single Engine
SEP	Single Engine Piston
SET	Single Engine Turbine
Skill Test (ST)	Demonstration of skill for a licence or rating issue, including such oral examination as may be required.
SPH	Single Pilot Helicopter
SSC	Shared Services Centre
TEM	Threat and Error Management
TRI	Type Rating Instructor
VFR	Visual Flight Rules

1. FOREWORD

1.1 The Civil Aviation Authority (CAA) is the competent authority of the UK for the issue of pilot licences, ratings and certificates in accordance with the Aircrew Regulation (Regulation (EU) 1178/2011 as amended and for the oversight of their condition and use. In fulfilling this role, the CAA is required to provide oversight documentation, including standards and acceptable means of compliance that may be used by relevant personnel and organisations to allow them to perform their tasks, discharge their responsibilities and establish compliance with the Basic Regulation (Regulation (EC) 216/2008).

1.2 This document is intended to give guidance to examiners on the manner in which skill tests and proficiency checks shall be conducted for the issue, revalidation and renewal of type ratings in helicopters certified for single-pilot operations, for the revalidation and renewal of single-pilot instrument ratings and for the conduct of operator proficiency checks. This document covers the requirements for ratings contained within licences issued by the CAA in accordance with EASA-FCL and ICAO requirements.

1.3 The tests and checks conducted in helicopters certified for single-pilot operation but operated multi-pilot and subject to operator proficiency checks as required by Part OPS are also covered in this document.

1.4 Nothing in this document is intended to conflict with the Aircrew Regulation or UK statute law which remains the primary authority. Whilst every effort is made to ensure that all information is correct at the time of publication, the CAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

1.5 Throughout this Document the following editorial practices and definitions shall apply:

- "Shall" and "Must" are used to indicate a mandatory requirement.
- "Expect" and "Should" are used to indicate strong obligation.
- "May" is used to indicate discretion.
- "Examiner" is used to indicate a person who holds a valid examiner certificate issued by the competent authority of an EASA member state and, where the certificate was not issued by the UK CAA, has complied with CAA Information Notice 2016/03 dated 08 January 2016 Procedures for Examiners Holding Part FCL certificates Issued by Countries other than the UK
- "Applicant" is used to indicate a person who is seeking the issue, revalidation or renewal of a pilot licence, certificate or rating.
- "He/She" The pronoun 'he' is used throughout for ease of reading

1.6 This document and other CAA Standards Documents are available on the CAA web site www.caa.co.uk/standardsdocuments and can be downloaded to users without charge. The CAA Scheme of Charges and application and report forms are also available from the www.caa.co.uk

1.7 If, after reading this document, there are any queries or comment, please contact:

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2. EXAMINER QUALIFICATIONS AND AUTHORISATION

2.1 General Requirements

2.1.1 Examiners are certified by the CAA to conduct skill tests and proficiency checks in accordance with the EASA Aircrew Regulation and are granted appropriate licence signing powers to support and facilitate the licensing system. The privileges and requirements of examiners are set out in EASA Part-FCL Subpart K and the associated GM and AMC. Each examining role carries different requirements in terms of pre-requisites, training and assessment for appointment.

2.2 Certification of Examiners

2.2.1 Examiners are required to comply with the following requirements:

(a) Hold an equivalent licence, rating or certificate to the one for which they are conducting skill tests, proficiency checks or assessments of competence.

(b) Hold the privilege to instruct for that licence, rating or certificate.

(c) Be qualified to act as pilot in command on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.

(d) Have met the flying experience and instructional experience requirements for examiner certification as specified in EASA Part-FCL Subpart K and this document.

(e) Have completed an approved course of examiner training and standardisation and passed an assessment of competence with an inspector of the authority or a senior examiner appointed by the authority for that purpose for the examiner role being performed.

f) Have met the ICAO English Language proficiency at Level 4.

2.2.2 In addition for an OPC the examiner must also hold:

(a) A valid EASA SFE or TRE authorisation, as applicable. If holding a FE (H), then the examiner must be acceptable to the CAA (normally have completed a TRE course).

(b) A valid skill test or proficiency check on the relevant type and also a valid UK AOC operator's OPC (the company referred to, need not be the operator for whom they are conducting the check). Most importantly, the activity must be subject to the scrutiny of the AOC Operator's compliance system to ensure compliance with their standards. This should include, for example, periodic observations of the conduct of an OPC by third party examiners, and arrangements for ensuring each is in possession, and has an adequate working knowledge of, the current OM Part D.

2.3 Examiner Designation

2.3.1 Examiners shall not conduct skill tests, for the issue of a licence, rating or certificate, when they have been responsible for the recommendation of the applicant for that applicant to take that skill test. An examiner may test a student to whom they have given up to 25% instruction required for the licence rating or certificate.

2.3.2 Examiners shall not conduct skill tests or proficiency checks whenever they feel their objectivity may be affected, e.g. when the applicant is a relative or a friend of the examiner or when they are linked by economical interests or political affiliations.

2.3.3 Examiners wishing to conduct a skill test for the initial issue of a licence or rating are required to e-mail testnotifications@caa.co.uk with the information required by IN 2016/004 for UK examiners and IN 2016/003 for examiners who certificates were issued by countries other than the UK, prior to conducting the test. Skill tests shall not be conducted until an e-mail response is received unless the ATO/AOC has an approved procedure in place that complies with the alternative process detailed in the Information Notice.

2.3.4 Although there is not a limit to the number of sequential tests or checks that examiners can carry out on an individual candidate they should consider, conducting not more than three consecutive tests on an individual whether successful or not.

2.4 Conducting Tests/Checks on Candidates with a Licence Issued by a Different Authority

2.4.1 Holders of an examiner certificate shall not conduct skill tests or proficiency checks on an applicant for which the competent authority is not the same that issued the examiner's certificate, unless they have read and complied with the EASA Examiners Differences Document available on the EASA website. (Note the authority that holds the pilot's medical certificate is deemed to be the competent authority).

2.5 EASA Flight Tests Outside of the UK

2.5.1 UK examiners may carry out EASA skill tests or proficiency checks in other non-EASA countries provided they meet any National regulations, especially those regarding aircraft captaincy and aerial work, in addition to the appropriate EASA requirements.

2.5.2 UK examiners may carry out EASA skill tests or proficiency checks in other EASA Member countries however the appropriate National Authority must be informed before any such testing is carried out, whether on a UK issued licence holder or otherwise. Any National requirements must be complied with in addition to the appropriate EASA requirements.

2.6 Conduct of skill tests and proficiency checks

2.6.1 When conducting skill tests and proficiency checks examiners shall:

(a) Ensure that communication with the applicant can be established without language barriers.

(b) Verify that the applicant complies with all the qualification, training and experience requirements in Part FCL for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken.

(c) Make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.

(d) After completion of the skill test or proficiency check, the examiner shall:

(i) Inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further recommended training requirement and explain the applicant's right of appeal.

(ii) On the successful completion of a proficiency check where the examiner has the privilege to revalidate/renew the rating on the licence, he may do so provided that:

- the licence holder has complied with the requirements for revalidation/renewal; and
- the rating/certificate is still shown in Section XII on page 4 of the licence.

Where the rating is no longer shown in Section XII on page 4 of the licence, application must be made to the CAA for the licence to be reprinted to include the rating/certificate and for the certificate of revalidation entry to be made by the CAA. The published fee will apply.

Note: *If the licence has been returned to the CAA for amendment at any stage an expired rating will be removed from the front of the licence and endorsed on the back of the licence in the "ratings previously held by licence holder", this would then require the licence to be submitted to CAA, with the appropriate paperwork and fee in order for the rating to be reinstated as an active rating on the front of the licence.*

(iii) Provide the applicant with a signed Examiner Report Form SRG 2138 (and Failure of Test Report SRG 2129 if applicable) for the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate.

(iv) Maintain records for 5 years with details of all skill tests, proficiency checks performed and their results.

(v) Upon request by the competent authority responsible for the examiner certificate, or the competent authority responsible for the applicant's licence, submit all records and reports, and any other information, as required for oversight activities.

2.7 Carriage of Passengers

2.7.1 There are a significant number of risks relating to the carriage of passengers on test or check flights. For this reason, flight examiners are strongly discouraged from carrying passengers during flight tests/checks for the issue, renewal or revalidation of licences or ratings. Should carriage of a passenger be considered necessary, examiners are recommended to seek advice from a CAA Inspector. Senior Examiners, CAA Inspectors, or pilots undergoing flight examiner training observing the conduct of flight tests are not considered to be passengers for the purpose of this instruction.

2.8 Candidate's Licence and Medical Validity

2.8.1 In accordance with ANO 2016 it is an individual's responsibility to ensure that his licence, medical and ratings are valid before acting as the member of a flight crew. However, examiners shall check a candidate's licence and medical certificate to ensure that any rating renewed or revalidated as a result of a flight check will be valid. .

2.8.2 Checks and tests for rating issue, renewal or revalidation may be carried out on an individual whose licence or medical is out of date. However, before the flight, the examiner must point out such discrepancies to the candidate and explain that, irrespective of the result of the flight test or check the candidate will not be able to use the rating. Where a check is carried out on an individual whose licence has expired, no entry should be made on the Certificate of Revalidation. Instead, the candidate should be given the completed forms SRG 1173 and SRG 2138 for him to send to SSC with his application for a new licence.

2.8.3 If the examiner is satisfied that all relevant documentation is in order he may proceed with the check/test; however, if his inspection of the documentation raises any concerns as to the fitness or qualification of the individual to take the test or to exercise the privileges which a pass would confer, the examiner should refer the matter to a CAA Staff FE (contact details contained in the Foreword of this document), for confirmation that he may proceed with the test.

2.9 Aircraft Airworthiness Requirements

2.9.1 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. The categories of aircraft to which the Basic EASA Regulation does not apply are set out in Annex II to the Regulation. Aircraft holding a valid EASA Certificate of Airworthiness and Airworthiness Review Certificate (ARC) may be used for remunerated flight training and testing subject to their meeting the airworthiness requirements laid down in CAP 747 in that their engine/s must be changed on 'life' rather than on 'condition'. For remunerated tests and checks, aircraft holding a valid UK CAA Certificate of Airworthiness must be maintained to a recognised and accepted maintenance standard that meets the requirements of the ANO regarding commercial operations.. Examiners must ensure that any test aircraft meets these airworthiness provisions. Group or privately owned aircraft that are maintained to private standards under an EASA Certificate of Airworthiness or UK CAA Certificate of Airworthiness may only be used for remunerated checking/testing under very specific conditions and must meet the maintenance requirements laid down in General Exemptions ORS4-1143 and ORS4-1161 or their replacements before being used for a one-off test if the examiner is to be paid for his services. Further guidance on the use of private aircraft for CPL and IR skill tests is contained in Standards Document 7 (AH).

2.9.2 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 vintage and ex-military types. Where these aircraft fall into an EASA class the ANO 2016 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 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.

2.9.3 If examiners have any doubt about the airworthiness of an aircraft offered for test they should check the appropriate technical logs and/or consult a licensed engineer.

2.10 New Technology Helicopters

2.10.1 In order to be able to conduct flight tests effectively it is important that examiners are competent in the use of the modern systems now being found in the latest helicopters. Before testing on any aircraft equipped with a multi-panel EFIS, examiners must undergo the Differences or Familiarisation training required by Part FCL.

2.11 Simulated Instrument Flying

2.11.1 The Head of Training of the ATO is responsible for providing a means of limiting external visual reference for the applicant that ensures all required manoeuvres and procedures are conducted by sole reference to instruments, whilst not restricting the examiner's ability to conduct an effective lookout. Examiners must satisfy themselves that the means adopted by the ATO is satisfactory. Where there is doubt of the efficacy of the view limiting device(s) the matter should be referred to a CAA Flight Inspector.

2.12 Aerodromes/Heliports to be Used for Training and Testing

2.12.1 Under the provisions of ANO 2016 (as amended), instruction in flying and carrying out flight tests for the grant of a pilot's licence or the inclusion of an aircraft rating or a night qualification can take place at an unlicensed aerodrome if using helicopters/gyroplanes with a maximum total weight authorised not exceeding 3175 kg. However, it is a condition of Article 209 that both the operator of such an aerodrome and the commander of the aircraft are satisfied on reasonable grounds that the aerodrome has adequate facilities for the safe conduct of such flights. CAP 793, Safe Operating Practices at Unlicensed Aerodromes, contains guidance on what constitute adequate facilities. Examiners must satisfy themselves that aerodromes are suitable for the conduct of flight test and should not undertake a flight test where it is apparent that the guidance in CAP 793 and the requirements of Part-ORA, ORA.ATO.140 has not been met.

2.13 Flight Tests in Foreign Registered Aircraft

2.13.1 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 commercial operations and the flight is subject to ANO 2016 Art 7. Examiners should familiarise themselves with Article 7 to determine whether any monies they receive for their services might be considered to be valuable consideration. Prior to undertaking such a flight, the operator of the foreign registered aircraft must obtain an operating -permit (permission). Further information is available at www.caa.co.uk/foriegncarrierpermits or telephone 02074 536436

2.13.2 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 2016 Art 148 and 149. In the case of EASA member state aircraft, a valid EASA licence is required.

2.14 Insurance

2.14.1 Examiners and applicants should always clarify their position regarding insurance before conducting a test. Although aircraft in the UK 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. 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 a flying school 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.

2.15. Examining with an Operational Multi-crew Limitation (OML)

2.15.1 Some examiners have an OML placed on their medical certificate restricting them to fly 'as or with a qualified co-pilot'. Examiners with an OML should, therefore, make clear to an applicant during the pre-flight brief that they have an OML and how, in general terms, any incapacity might manifest itself, and what steps the applicant should take in the event of examiner incapacitation.

3 EXAMINER STANDARDISATION

3.1 Timings

3.1.1 An examiner should allow an applicant adequate time to prepare for a test or check, normally not more than 1 hour.

3.1.2 An examiner should plan a test or check flight so that all required exercises can be performed while allowing sufficient time for each of the exercises and with due regard to the weather conditions, traffic situation, ATC requirements and local procedures.

3.1.3 An examiner should plan per day not more than four tests or checks relating to type ratings. When planning the duration of a test, check or assessment of competence, the following values from GM1 FCL.1015 should be used as guidance:

(a) 45 minutes for a type ratings VFR only;

(b) 60 minutes for IR type ratings.

(c) 120 minutes for MP type ratings

3.2. Purpose of the Test

3.2.1 An examiner shall determine through practical demonstration during a test or check that an applicant has acquired or maintained the required level of knowledge and skill or proficiency.

3.2.2 An examiner shall improve training and flight instruction in ATOs by feedback of information about items or sections of tests or checks that are most frequently failed.

3.2.3 An examiner shall assist in maintaining and, where possible, improving air safety standards by displaying good airmanship and flight discipline during tests or checks.

3.3 Conduct of the Test or Check

3.3.1 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.

3.3.2 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 is not always a failed section, for example type rating skill test or proficiency check where a failure of an item in a section does not fail the entire section, only the failed item is taken again.

3.3.3 Marginal or questionable performance of a test or check item should not influence an examiner's assessment of any subsequent items.

3.3.4 An examiner should verify the requirements and limitations of a test or check with an applicant during the pre-flight briefing.

3.3.5 When a test or check is completed or discontinued, an examiner should debrief the applicant and give reasons for items or sections failed. In case of a failed or discontinued skill test and proficiency check, the examiner should provide appropriate advice to assist the applicant in re-tests or re-checks.

3.3.6 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.

3.3.7 An examiner should encourage a friendly and relaxed atmosphere to develop both before and during a test or check flight. A negative or hostile 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.

3.4 Examiner Preparation

3.4.1 An examiner should supervise all aspects of the test or check flight preparation, including, where necessary, obtaining or assuring an ATC 'slot' time.

3.4.2 An examiner will plan a test or check in accordance with Part-FCL requirements. Only the manoeuvres and procedures set out in the appropriate test or check form will be undertaken. The same examiner should not re-examine a failed applicant without the agreement of the applicant.

3.5 Method and Contents of the Test or Check

3.5.1 Before undertaking a test or check an examiner will verify that the aircraft or FSTD intended to be used is suitable and appropriately equipped for the test or check.

3.5.2 A test or check flight will be conducted within the limitations contained in the operations manual of an ATO.

3.5.3 A test or check is comprised of:

(a) oral examination on the ground which shall include:

(i) aircraft general knowledge and performance;

(ii) planning and operational procedures;

(iii) other relevant items or sections of the test or check.

(b) pre-flight briefing which shall include:

(i) test or check sequence;

(ii) power setting, speeds and approach minima, if applicable;

(iii) safety considerations.

(c) in-flight exercises will include each relevant item or section of the test or check.

(d) post-flight debriefing which shall include:

(i) assessment or evaluation of the applicant;

(ii documentation of the test or check with the applicant's instructor present, if possible.

3.5.4 A test or check is intended to simulate a practical flight. Therefore, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.

3.5.5 When manoeuvres are to be flown by sole reference to instruments, the examiner should ensure that a suitable method of screening is used to simulate IMC (see para 2.11).

3.5.6 An examiner should maintain a flight log and assessment record during the test or check for reference during the post or flight debriefing.

3.5.7 An examiner should be flexible to the possibility of changes arising to pre-flight briefings due to ATC instructions, or other circumstances affecting the test or check.

3.5.8 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.

3.5.9 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. If the test or check is terminated for reasons considered adequate by the examiner, only these items or sections not completed will be tested during a subsequent test or check.

3.5.10 An examiner may terminate a test or check at any stage, if it is considered that the applicant's competency requires a complete re-test or re-check.

3.6 Assessment Criteria

3.6.1 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, ATC instructions, etc.

3.6.2 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.

3.6.3 An examiner will use one of the following terms for assessment:

(a) 'Pass', provided that the applicant demonstrates the required level of knowledge, skill or proficiency and, where applicable, remains within the flight test tolerances for the licence or rating;

(b) 'Fail' provided that any of the following apply:

(i) the flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;

(ii) the aim of the test or check is not completed;

(iii) the aim of exercise is completed but at the expense of safe flight, violation of a rule or regulation, poor airmanship or rough handling;

(iv) an acceptable level of knowledge is not demonstrated;

(v) an acceptable level of flight management is not demonstrated;

(vi) the intervention of the examiner or safety pilot is required in the interest of safety.

(c) 'Partial Pass' in accordance with the criteria shown in the relevant skill test appendix of Part-FCL.

3.7 Debrief

3.7.1 Before leaving the helicopter or the simulator, the examiner should consult his marking sheet to finalise the assessment. There may be a question that needs answering prior to leaving the cockpit, but it should only be asked if it would affect the outcome of the test (e.g. to confirm an incorrectly set altimeter).

3.7.2 Before beginning the debrief, the examiner should decide what the assessment for each section is to be and what the retest requirements may be (if any). In reaching his decision, the examiner may need to ask one or two 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 not ask questions which will not affect the decision. If no fail points have been recorded, the examiner should tell the candidate that he has passed, followed by a summary of any weak points suggesting, where necessary, the best way to overcome them. (There may be circumstances where it is more appropriate to summarise the weak points before letting the candidate know the result).

3.7.3 If a fail has been recorded, examiners should:

a) Ask questions as required;

b) Give results of the test;

c) Give reasons for failure in descending order of importance;

d) Tell the candidate they may not use the privileges of the type or instrument rating;

e) State what the retest requirements may be;

f) Tell the candidate how to best prepare for the retest;

g) Complete post flight paperwork (including Application Form SRG1173, Examiners Report Form SRG 2138 and Examiners Report and Failure of Test form SRG 2129 if required.

h) 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.

3.7.4 The examiner should conduct a fair and unbiased debriefing of the candidate based on identifiable factual items. It **may** be appropriate to use a facilitative style of questioning for the debrief in order for the candidate to obtain maximum benefit from it. **It should be noted that facilitative techniques are inappropriate when debriefing a fail result but they may be used to discuss any follow up points.** The following points should be discussed with the candidate 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.

3.7.5 Examiners should consult their test notes prior to the debrief and decide on the assessment any retest requirements in order to plan what is to be said in the debrief and in general:

Do	**Don't**
Be factual and quantitative.	Ask the candidate to assess himself.
Be fair (give praise when deserved).	Be vague.
Be constructive (how to avoid or correct).	Be emotive (avoid aggression, irritability, sarcasm).
Be prepared to concede (graciously!).	Be apologetic.
Encourage self-analysis (but **not** self-assessment).	Nitpick.
Consider situational awareness, R/T discipline, trends CRM and TEM.	Personalise.
Include **all** fail points.	Exaggerate.
Listen.	Ramble.
	Debrief items you are unsure of.
	Impose your own SOPs.
	Undermine Company SOPs.

3.8 Use of Flight Directors, FMS & EFIS Equipped Helicopters

3.8.1 Some helicopters being flown today have sophisticated EFIS and Flight Director cockpits. The examiner must be prepared to recognise the benefits that such sophistication brings and orientate the test or check accordingly. For IR(H) rated pilots who are required to complete two instrument approaches, one should be flown with the pilot demonstrating his ability to use all the equipment on board the helicopter. The other approach should be flown using the minimum IFR equipment according to the MEL for the type. The go-around with one engine inoperative (OEI) may be flown after either approach.

3.8.2 The examiner must be satisfied that the candidate knows how to use the helicopter systems to be able to programme any aircraft management system to achieve the safe outcome of the procedure to be flown; e.g. the examiner doesn't need to see the candidate fly the holding pattern only that he/she knows how to correctly programme the FMS (if fitted) to achieve the exercise.

3.9 Flight Simulation Training Devices (FSTDs)

3.9.1 A flight simulator shall be used for practical training and testing if the flight simulator forms part of an approved type-rating course and/or recurrent training programme. The following considerations will apply to the approval of the course:

a) Qualification of the flight simulator

b) Qualifications of the instructor and the examiner

c) Amount of line-orientated flight training provided on the course;

d) Qualifications and previous line operating experience of the pilot under training; and

e) Amount of supervised line flying experience provided after the issue of the new type rating.

3.9.2 Prior to any test an examiner must ensure that the simulator is qualified and check it is listed in the ATO manual or OM Part D for use.

3.9.3 Before the test/check the technical log must be checked for defects, training limitations and a visual safety inspection made of the area in the vicinity of the simulator.

3.9.4 All applicants must be given a briefing on the fire alarm system, safety equipment and use of escape ropes etc. prior to the test.

3.9.5 All persons including the IOS Operator should be in full harness before the selection of motion.

3.9.6 The test should be flown in “real time” as far as practicable. However, judicious use of freeze is acceptable, as long as the applicant is aware of this fact and it is not used to assist a crew who are not thinking about their position and time remaining to complete any relevant check lists etc.

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

3.9.8 Differences between the company aircraft and the simulator must be briefed and pointed out to the crew prior to the test/check.

3.9.9 Persons authorised to conduct tests in the simulator must themselves have had practical training in its operation, especially with regard to the functionality of the Instructor Operating Station or Console (typically recorded though issue of an IOS course completion certificate).

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

3.9.11 The level of turbulence for the test/check should reflect the weather conditions considered normal for the area of operation and the specific weather briefing being provided to the candidates. In the event that benign weather conditions were provided in the simulator scenario, to simulate a high-pressure influence for example, then a minimum level of turbulence might be appropriate. If the specific weather briefing reflected turbulence then such turbulence should be reflected in the simulator. If the exercise is to cover high wind scenarios whether for crosswind handling or wind shear etc. then an appropriate level of turbulence should be reflected. The selection of zero turbulence during a test/check would not be considered acceptable. If the examiner is conducting a training exercise which requires precise flying limits to be demonstrated during a particular event, e.g. LVO training, the examiner may wish to have no external influences that may alter the aircraft's position in respect of the runway (i.e. no wind and no turbulence). In this case it would be quite acceptable not to have any turbulence selected.

3.10 Multi-Pilot Operations in Helicopters certified for Single-Pilot Operations

3.10.1 Where a helicopter is certified as a single-pilot type, but is operated as a MPH in accordance with Part -OPS, the examiner, if so authorised, may conduct the test or check for either single-pilot or multi-pilot operations, or both.

3.10.2 If the rating is to be for SPH operation only, the candidate is to take the test or check in accordance with Appendix 9 to Part FCL, operated as single-pilot.

3.10.3 If the rating is for MPH operation of a type certified as SPH, the test or check shall still follow the relevant SPH test or check schedule referred to at 3.10.2 above but be conducted as if for MPH operations. This is to be recorded on the ST/PC Form and, for revalidation, on the candidate’s

Certificate of Revalidation as a rating valid only for multi-pilot operations (e.g. S76/MP), and where the IR is revalidated or renewed at the same time: (S76/IR/MP). The candidate(s) must be reminded that they may not exercise single-pilot privileges on that particular type.

3.10.4 If both single-pilot and multi-pilot operational privileges are required, for example two pilot operation for public transport and single pilot operation for positioning flights, the test or check shall be conducted as at paragraph 3.10.2 but with additional SPH items. The test or check will first cover the multi-pilot operating privilege with a constituted crew. The SPH privilege is then tested separately by conducting a single engine ILS and OEI reject/continued Cat A profile whilst operating single-pilot with the occupant of the other seat playing no part whatsoever The SPH privilege is then tested separately by conducting the asymmetric instrument items whilst operating single-pilot with the occupant of the other seat playing no part whatsoever (for example as a simulation of co-pilot incapacitation). The SPH element is to be recorded on the form and, for revalidation, on the candidate's Certificate of Revalidation as a full SPH rating (e.g. S76). A second line is required for the IR (SP), in this instance: (IR/SP).

3.10.5 Helicopters certified as MP may not be used to test or check for single-pilot ratings.

3.11 Use of Autopilot

3.11.1 Examiners will permit the use of autopilot on a skill test or proficiency check as the equipment is an integral part of the operational fit of the helicopter. If the applicant intends to use the autopilot at any stage during the flight, it must be checked for correct operation prior to flight in accordance with the Flight Manual and operator's checklist. The applicant should be familiar with operating the autopilot in both HDG and NAV modes. En route climbs, descents and turns may be made thereafter with the assistance of the autopilot. The use of autopilot should reduce fatigue and permit applicants to demonstrate a high standard of systems/flight management and log-keeping.

3.11.2 Pilots are expected to check the operation of all radio communication (VHF R/T) and radio navigation aids (ILS/VOR/DME/ADF) prior to flight wherever possible. For displays where the VOR/LOC signal is monitored electronically and a name identifier displayed beside the corresponding NAV frequency (for example the NAV frequency window on the Garmin 1000 display), the pilot may indicate such to the examiner in lieu of aural identification of the Morse coding. The pilot must identify facilities in the conventional manner where they are not automatically coded by the equipment.

3.11.3 For digitally generated flight displays pilots will not be expected to rotate the ILS/VOR track bar to check for correct sensing of a LLZ or VOR display. It is sufficient to indicate that the display correctly interprets the selected frequency as either "VOR" or "LOC" and indicates appropriately (for example full scale fly left/right for an ILS display). However, if the Flight Manual Supplement for the nav kit fitted includes specific test criteria then this will take precedence.

3.11.4 The candidate should point out all the checks they are completing. Where automatic test facilities are incorporated in equipment, their use should be fully demonstrated and explained by the candidate. Equipment with no auto-test facility should be checked against a local nav aid. The absence of navaids at certain locations may mean that the equipment cannot be tested on the ground. The absence of a navigation aid signal does not absolve candidates from demonstrating knowledge of equipment checks so examiners should give consideration to asking questions of candidates in order to ascertain this level of knowledge.

3.11.5 Pilots intending to supplement "conventional" navigation information with GPS derived information will be expected to check the validity of the GPS aviation database and the integrity of the received GPS signal prior to flight. Whenever it is intended to use GPS derived navigation information, it must either be crosschecked against another source of navigation information prior to use or used with discretion. Pilots will be responsible for any navigation errors resulting from incorrect use of GPS derived information.

3.11.6 In the simulator, the examiner should ask the pilot to demonstrate their normal method of checking instruments and nav aids by selecting a departure location that has all the facilities required. The instrument element of an PC/ST requires the pilot to manually fly the precision instrument approach using raw data, uncoupled from the autopilot or flight management system, and, where possible, without the use of a flight director. It is recognised that on some types this

facility cannot be disabled so such types are alleviated from this requirement. At all other times tests/checks should be oriented to line flying operations with appropriate use of AP holds.

3.11.7 Further instrument approaches on the skill test or proficiency check and all instrument approaches on an OPC may be flown using the full suite of avionics available to the pilot. The go-around with one engine inoperative may be flown after either approach. The company training programme should be written to cover all major abnormal and emergency procedures over a three year period to ensure that pilots are checked during flight with any system of the helicopter not functioning correctly in accordance with the MEL. Examiners may examine abnormal and emergency procedures during the instrument phase of any test. It is also entirely reasonable for an examiner to disable or fail a particular facility/function of an autopilot (e.g. the height hold) during any approach.

3.11.8 In FMS equipped helicopters, the examiner must be satisfied that the candidate is able to demonstrate an appropriate level of understanding of the helicopter system and is able to enter and execute routes, procedures and holds as necessary. Although not a mandatory test item, the hold may be examined and it may be sufficient for the candidate merely to demonstrate his ability to correctly programme the FMS to achieve the exercise.

3.12 Optional Equipment

3.12.1 This section of the OPC is often underutilised. The examiner should consider the equipment fit of the aircraft and its optimum use - TAWS, Radar, GNSS, radalt etc and incorporate its use. A simple example is if a radalt is fitted to the aircraft, does the pilot know/carry out the pre-flight checks, the company SOPs/POH/FM list for the 'bug setting' procedures and what are the actions if the warning is triggered. The examiner could introduce a simulated scenario that would trigger an indication from optional equipment to observe the candidates response.

3.13 Simulated Malfunctions/Emergencies

3.13.1 Guidance on the testing of simulated malfunctions/emergencies can be found at para 6.3.1 (e).

3.14 CRM/HF/TEM

3.14.1 Guidance on the testing of CRM/HF/TEM malfunctions/emergencies can be found at para 6.3.6 and 6.3.7

4 PROFICIENCY CHECK

4.1 Definitions

4.1.1 The following are definitions are used in EASA FCL:

(a) 'Proficiency check' means the demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.

(b) 'Renewal' (of e.g. a rating or certificate) means the administrative action taken after a rating has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

(c) Revalidation' (of e.g. a rating or certificate) means the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements

4.2 Types of Proficiency Check

4.2.1 There are three proficiency check schedules dependant on whether the candidate wishes to revalidate or renew an IR only, a type rating only, or a type rating combined with an IR:

(a) IR only - The candidate shall complete Section 5 and those parts of Section1 of the proficiency check relevant to the intended flight. An oral examination is not required, however

the examiner may wish to clarify some points by oral questioning. This confers no credit for the sections and items required if a type rating proficiency check is flown on a separate occasion.

(b) Type Rating only - The candidate shall complete sections 1, 2, 3, and 4 plus 6 (as required) of the proficiency check. An oral examination is not required, however the examiner may wish to clarify some points by oral questioning.

(c) Type Rating plus IR - The candidate shall complete sections 1, 2, 3, 4 and 5, plus section 6 as required of the proficiency check. An oral examination is not required, however the examiner may wish to clarify some points by oral questioning.

4.3 Type Rating Revalidation Periods

4.3.1 The validity period of a type rating shall be 1 year. When signing the licence the examiner shall validate the type rating to the end of the calendar month in which the check is conducted. The check can be flown up to 3 months before the expiry date with no loss to the original expiry date.

4.4 Revalidation of Type ratings

4.4.1 For revalidation of type ratings the applicant shall pass a proficiency check in the relevant type of helicopter or an FSTD (representing that type and approved for the purpose) within the 3 months immediately preceding the expiry date of the rating; and have completed at least 2 hours as a pilot of the relevant helicopter type within the validity period of the rating. The duration of the proficiency check may be counted towards the 2 hours.

4.5 Revalidation of type ratings by experience

4.5.1 Ratings may be revalidated by experience; it is not possible to **renew** a rating by experience.

4.5.2 When applicants hold more than 1 type rating for single-engine piston helicopters listed in AMC 1 FCL.740 (note the R22 & R44 are excluded), they may achieve revalidation of all the relevant type ratings by completing the proficiency check in only 1 of the relevant types held, provided that they have completed at least 2 hours of flight time as PIC on the other types during the validity period. The proficiency check shall be performed each time on a different type**.**

4.5.3 When applicants hold more than 1 type rating for single-engine turbine helicopters with a maximum certificated take-off mass up to 3175 kg, they may achieve revalidation of all the relevant type ratings by completing the proficiency check in only 1 of the relevant types held, provided that they have completed:

(a) 300 hours as PIC on helicopters;

(b) 15 hours on each of the types held; and

(c) at least 2 hours of PIC flight time on each of the other types during the validity period.

Note: *The proficiency check shall be performed each time on a different type.*

4.5.4 A pilot who successfully completes a skill test for the issue of an additional type rating shall achieve revalidation for the relevant type ratings in the common groups above.

4.5.5 The revalidation of an IR (H), if held, may be combined with a proficiency check for a type rating.

4.5.6 An applicant who fails to achieve a pass in all sections of a proficiency check before the expiry date of a type rating shall not exercise the privileges of that rating until a pass in the proficiency check has been achieved. In the case of revalidation by ‘experience’, the applicant shall not exercise his privileges in any of the types.

4.5.6 Where an examiner has revalidated a rating by ‘experience’ the date of the proficiency check shall be entered on the licence only for the aircraft type the test was flown on and ‘EXP’ should be entered for the date of test for those types revalidated by experience. The expiry date will be the same for all the types revalidated at that time (see para 4.3.1).

4.6.1 Renewal of Type Ratings

4.6.1 If a type rating has lapsed, the applicant shall take refresher training at an ATO. The objective of the training is to reach the level of proficiency necessary to safely operate the relevant type or class of aircraft. The amount of refresher training needed should be determined on a case-by-case basis by the ATO, taking into account the following factors:

(a) The experience of the applicant. To determine this, the ATO should evaluate the pilot's log book, and, if necessary, conduct a test in an FSTD;

(b) The complexity of the aircraft;

(c) The amount of time that has lapsed since the expiry of the validity period of the rating.

4.6.2 The amount of training needed to reach the desired level of proficiency should increase with the time lapsed. In some cases, after evaluating the pilot, and when the time lapsed is very limited, the ATO may even determine that no further refresher training is necessary.

4.6.3 Once the ATO has determined the needs of the applicant, it should develop an individual training programme that should be based on the initial training for the issue of the rating and focus on the aspects where the applicant has shown the greatest needs. A record of the refresher training provided shall be maintained by the ATO.

4.6.4 After assessment and successful completion of any training, the ATO should give a certificate, or other documentary evidence that the training has been successfully achieved to the applicant, to be shown to the examiner prior to the check and submitted to the competent authority when applying for the renewal if appropriate. The certificate or documental evidence needs to contain a description of the training programme or that the ATO assessed that no training was required.

4.6.5 On the successful completion of a proficiency check where the examiner has the privilege to renew the rating on the licence, he may do so provided that:

- the licence holder has complied with the requirements for renewal; and
- the rating/certificate is still shown in Section XII on page 4 of the licence.

Where the rating is no longer shown in Section XII on page 4 of the licence, application must be made to the CAA for the licence to be reprinted to include the rating/certificate and for the certificate of revalidation entry to be made by the CAA. A Form SRG 1100 Temporary Authorisation may be issued by the examiner see para 7.8.6. **Note:** If the licence has been returned to the CAA for amendment at any stage when a rating has expired, it will be removed from the front of the licence and endorsed on the back of the licence in the "ratings previously held by licence holder", this would then require the licence to be submitted to the CAA , with the form SRG 1173 and fee in order for the rating to be reinstated as an active rating on the front of the licence.

4.7 LAPL(H) — Recency Requirements

4.7.1 Holders of a LAPL (H) shall only exercise the privileges of their licence on a specific type when they have completed on helicopters of that type in the last 12 months at least 6 hours of flight time as PIC, including 6 take-offs, approaches and landings and refresher training of at least 1 hour total flight time with an instructor.

4.7.2 Holders of a LAPL (H) who do not comply with the requirements at 4.7.1 shall pass a proficiency check with an examiner on the specific type before they resume the exercise of the privileges of their licence; or perform the additional flight time or take-offs and landings, flying dual or solo under the supervision of an instructor, in order to fulfil the requirements above.

4.8 Instrument Rating Revalidation and Renewal

4.8.1 EASA-FCL states the revalidation of an IR (H) may be combined with a proficiency check for a type rating. When combining the revalidations the applicant shall complete a proficiency check in accordance with Appendix 9 to Part-FCL for the relevant type of helicopter. When not combined with the revalidation of a type rating, only Section 5 and the relevant parts of Section 1of the proficiency check shall be completed.

4.8.2 If qualified for IR privileges in more than one type of helicopter, Appendix 8 to Part-FCL allows cross crediting of privileges between types subject to fulfilling the requirements set out therein. Should a pilot let the IR privileges lapse, renewal requirements are set out in FCL.625 (c) and (d) with reference to Appendix 9. Cross crediting does not extend to renewal of an IR.

4.8.3 Having qualified for single engine and/or multi engine IR privileges as required, a pilot must also be tested in each type in which he wishes to use the IR. However, when revalidating IR privileges, a pilot may then take advantage of the cross crediting arrangements in Appendix 8 to Part-FCL.

4.8.4 For helicopter types where the IR proficiency check is conducted on the type as part of a type rating proficiency check, the certificate of revalidation entry will be as applicable Type/SP/IR, Type/MP/IR or Type/SP/MP/IR.

4.8.5 Where a pilot is able to take advantage of the cross crediting arrangements in Appendix 8 to Part-FCL, a separate entry will be made for each type. This will be specific to the use of IR privileges in that type, for example: 'Type/IR only' The validity of a Type/IR entry based on cross-crediting will be the same as the validity of the type specific IR based on the IR proficiency check referred to in the left hand column of Appendix 8 to Part-FCL.

4.8.6 It will not necessarily be the case that the validity of IR privileges for helicopter rating will be the same as the validity of the type ratings themselves. A pilot may not pilot any aircraft except as a student accompanied by an FI or TRI unless he has a valid type rating for that aircraft.

4.8.7 An Approved FSTD 2/3 or FFS may be used to revalidate an IR as a standalone event, i.e. when not combined with a type rating, but at least each alternate proficiency check shall be performed in a helicopter. An IR may be revalidated or renewed as part of a combined type rating skill test or proficiency check in an appropriately qualified flight simulator. Variation of an examiner's authorisation is required in order to conduct IR revalidation in synthetic training devices.

4.8.8 Examiners and candidates are to be aware of the following restrictions on IR revalidation and privileges:

(a) An IR valid for use in single-pilot helicopters must be revalidated or renewed in a single-pilot helicopter.

(b) An IR valid only for single-engine helicopters must be revalidated or renewed in a single-engine helicopter.

(c) An IR valid for multi-engine helicopters must be revalidated in a multi-engine helicopter to retain ME IR privileges.

4.8.9 Examiners and candidates are reminded that:

(a) A Multi-Pilot IR (H) is type specific. However credit may be valid towards the IR part of a proficiency check for single-pilot ME type ratings with an IR.

(b) A single-pilot ME IR (H) is not valid on multi-pilot helicopters; however it will be credited to the IR part of any other SP ME type rating with an IR.

5 SKILL TEST

5.1 Definition

5.1.1 Skill test' means the demonstration of skill for a licence or rating issue, including such oral examination as may be required.

5.2 The Skill Test

5.2.1 An applicant for a type rating shall pass a skill test in accordance with Appendix 9 to EASA Part FCL to demonstrate the skill required for the safe operation of the applicable class or type of aircraft.

5.2.2 The applicant shall pass the skill test within a period of 6 months after commencement of the type rating training course and within a period of 6 months preceding the application for the issue of the type rating.

5.2.3 The schedule for type rating skill tests includes sections 1, 2, 3, and 4, plus section 5 and 6 as required of the form SRG 2138. If the test is conducted in a multi-engine helicopter than those test items annotated (ME) in Section 2 shall also be completed. Item 2.5.1 shall be flown solely by reference to instruments if revalidation or renewal of an IR is not to be included in the skill test.

5.3 Theoretical Knowledge Examination

5.3.1 For single-engine aircraft, Part-FCL.725 mandates that a theoretical knowledge examination shall be conducted verbally by the examiner during the skill test to determine whether or not a satisfactory level of knowledge has been achieved. A minimum of 10 questions should be asked for which the candidate shall achieve at least 75% pass rate. The questions asked and the results shall be recorded by the examiner.

5.3.2 The oral theoretical knowledge questions are to be type related and shall include at least the following:

(a) Weight limitations/MAUM /MTOW
(b) Vne/Vno Vy
(c) Power limitations
(d) Sloping ground limitations
(e) Avoid curve parameters
(f) Starter/Start limitations
(g) Fuel capacity/consumption/endurance
(h) Autorotation Speeds
(i) RRPM limits (power on/power off)
(j) Wind limitations/critical wind azimuth areas

5.4 Additional Types

5.4.1 A pilot who successfully completes a skill test for the issue of an additional type rating shall achieve revalidation for the relevant type ratings in the common groups prescribed in para 4.5.

5.5 LAPL(H) – Extension of privileges to another type or variant of helicopter

5.5.1 The privileges of a LAPL(H) shall be limited to the specific type and variant of helicopter in which the skill test was taken. This limitation may be removed when the pilot has completed the required type rating training at an ATO and a skill test to demonstrate an adequate level of practical skill in the new type. During this skill test, the applicant shall also demonstrate to the examiner an adequate level of theoretical knowledge for the other type in the following subjects:

(i) Operational procedures,
(ii) Flight performance and planning,
(iii) Aircraft general knowledge.

5.6 ME IR upgrades

5.6.1. Holders of an IR(H) valid for SEH wishing to extend for the first time the IR(H) to MEHs shall complete:

(a) a training course at an ATO comprising of at least 5 hours dual instrument instruction time, of which 3 hours may be in an FS or FTD 2/3 or FNPTI/II: and

(b) section 5 of the skill test on a MEH.

5.6.2 For a successful MEIR upgrade, the applicant will complete a form SRG 1173 form and the examiner will complete the Examiners Report Form SRG 2138 and forward them to SSC at Gatwick who will then issue the MEIR to the candidate.

6 OPERATOR PROFICIENCY CHECKS

6.1 Period of Validity

6.1.1 Part OPS defines the period of validity for an OPC. Generally the validity period is 6 months in addition to the remainder of the month of issue. If issued within the final 3 calendar months of validity of a previous OPC, the period of validity shall extend from the date of issue until 6 months from the expiry date of the previous OPC. If a valid IR is not held then before a pilot can operate VMC at night an OPC at night is required and thereafter each second OPC shall be conducted at night.

6.1.2 Air OPS Subpart Flight Crew establishes the requirements to be met by the operator conducting commercial air transport operations related to flight crew training, experience and qualification.

6.2 Admin

6.2.1 The administration of the OPC, by necessity, should comply with the procedures laid down in the operator's operations Manual Part D – Training Manual.

6.3 Conduct of the OPC

6.3.1 The aim of the OPC is to demonstrate competence in carrying out normal, abnormal and emergency procedures using a normally constituted crew, utilising the appropriate checklists/SOPs, performance calculations and flight profiles associated with commercial air transport operations. In order to do this the TRE should consider the following guidance when planning and conducting the OPC:

(a) Effective – For the OPC to be effective the TRE must have a full understanding of the AOC operation, the company SOPs, the requirements of the Chief Pilot, and the reasoning for the elements contained in the OPC. He should be aware of the candidates training, experience and previous OPC performance in order that the check can be tailored, where appropriate, to be as effective as possible and therefore permitting the candidate to gain the maximum benefit from the flight.

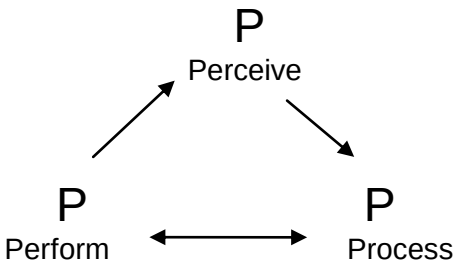
(b) Efficient – The OPC is a non revenue flight therefore it should be planned to be conducted as efficiently as possible to achieve the required aims. Long transit flights, unnecessary repetition of exercises and simple GH handling exercises (that are already part of a PC, or known to be in the capabilities of the pilot) should not be conducted at the expense of more the relevant exercises, and if possible avoided altogether.

(c) Pragmatic – The exercises in the OPC should be given in a pragmatic manner and wherever possible in a scenario based on the AOC operation. For example rather than stating ' I am going to give you x power - show me cushion creep take off', it is more pragmatic to say 'you now have picked up x passengers, you have x fuel and therefore only have x power in hand, show me what you are going to do'.

(d) Challenging – The OPC should be challenging for the candidate, therefore enabling the TRE to see the capabilities of the candidate when operating under pressure. An OPC that is flown on light aircraft, in CAVOK conditions is not only unrealistic; it is unrepresentative and does not task the pilot, which can result in an unrewarding check flight for both the candidate and the TRE.

(e) Malfunctions & Emergencies – In the planning stage, the examiner must decide which malfunctions and emergency procedures he wants to see practically demonstrated in flight, as opposed to those he wishes to discuss in the classroom. As a general rule, -'tell me what you would do' should be reserved for the classroom and 'show me what you would do' used in flight. To ensure the maximum benefit is gained from this element of the check, the candidate must be permitted to demonstrate all of his skills including diagnostic, problem solving, Airborne Decision Making (ADM)/ TEM/ CRM ,knowledge of POH/SOPs etc and not just demonstrate the physical handling skills

The 'Three P' model is a commonly used ADM process to perceive hazards, systematically, assess the risk associated with a hazard and determine the best course of action. This can be used to simulate an emergency/malfunction and assess the candidate's capabilities.



The application in the malfunctions/emergencies assessment scenario can be:

Perceive – as a malfunction can be detected using many of the human senses e.g. hear a warning horn/ unusual noises, see a gauge/light indication, the smell of burning or feeling a vibration, this can be simulated or notified to the candidate by the examiner in the flight.

Process - once the malfunction is detected then the candidate must use CRM skills to gain all relevant information by cross checking for other aircraft indications, using crew members, passengers, ground observers, ATC, etc to gain as much information as possible before continuing onto the next stage.

Perform - once all the information is collated then a decision can be made to the appropriate course of action, which would normally be conducted in accordance with the relevant FM/POH. Once the action is taken this should be reviewed by and if appropriate then the actions adapted accordingly.

6.3.2 Whilst demonstrating the above skills, the candidate is still required to demonstrate his skills to:

(i) Aviate – the candidate should establish an appropriate safe flight condition which could be straight and level flight, autorotation, orbit, land etc.

(ii) Navigate – it may be appropriate for the candidate to turn away from high ground, not enter controlled airspace, avoid DVE, select a landing site to conduct a precautionary landing or divert to an airfield.

(iii) Communicate – a full simulated radio call to an appropriate agency to inform them of the predicament, the degree of urgency, any proposed actions and gain any assistance available should demonstrated by the candidate (not just 'I would do a mayday call'). Crew and passengers should be warned, this may be an explanation of what is wrong and what actions are being taken, especially if diverting or conducting a precautionary landing! In the case of an emergency landing, a warning to adopt the pre-briefed Brace position would be appropriate.

6.3.3 Once the candidate has conducted the above actions the exercise should be completed, as much as is safely possible, to its conclusion. Where a particular malfunction requires that the pilot conducts a precautionary landing, the instructor should ensure that the candidate can fly the aircraft safely to that site, whilst carrying out all necessary actions, radio calls and landing site assessments

6.3.4 Class room discussions on emergencies & malfunctions can be enhanced by the use of flight safety materials, and AAIB Bulletins which could be given to the candidate prior to OPC for as pre-OPC study.

6.3.5 Spare

6.3.6 Decision Making/CRM – The assessment of the HF elements, including the interaction with the crew and aircraft are regarded as fundamental to the OPC. CRM can be assessed throughout the OPC from the planning stage to debriefing by observing, recording, interpreting and questioning crews and then assessing using an appropriate NOTECHS system.

6.3.7 The basic concept for TEM is simply to timely detect the threat, error or undesired aircraft state; and promptly respond to these. Although this sounds uncomplicated, examiners must obtain evidence to ensure that TEM is being practiced. Since observation is the sole means available to the examiner to obtain this evidence, it is important that the examiner actively questions the pilot before, in and post flight to gain insight into the reasons why specific actions pertaining to TEM were taken. It must be highlighted that questioning during flight does not distract the pilot to the extent that the safety of flight is compromised. Examiners cannot assume that just because a pilot completed a technically faultless trip, competent TEM was used.

6.3.8 On a flight test it is likely that scenarios will need to be created to allow proper assessment of TEM before and during flight. A competent pilot is unlikely to get into an undesired aircraft state or would quickly correct an undesired aircraft state (e.g. low approach speed) and it could be necessary for the flight examiner to artificially create such a circumstance. For example:

- create a TEM scenario that will be analysed during the pre-flight briefing;
- when approaching a destination aerodrome simulate a thunderstorm over the airfield;
- simulate a radio failure approaching a reporting point or entering a control zone;
- simulate precautionary or forced landing;
- simulation of instrument or display failure.

To assess TEM a matrix such as below could be used:

Objective	Not Yet Competent	Competent	Very competent
Can recognise, assess and manage potential threats in the performance of the various task elements, iaw with TEM techniques.	Is ignorant of potential threats in the performance of the various task elements	Recognises, verbalises and assesses potential threats in the performance of the various task elements	Immediately recognises, verbalises and assesses all potential threats in the performance of the various task elements
Can avoid or trap errors which may occur in the performing of the various task elements, iaw with TEM techniques.	Takes no significant action to reduce or manage the potential impact of threats in the performance of the various task elements	Takes reasonable action to reduce and manage the potential impact of threats in the performance of the various task elements	Effectively manages potential threats and/or implements strategies to minimise the impact of potential threats in the performance of the various task elements
Follows SOP's with evident situational awareness to avoid and trap errors which may occur in the performance of the various task elements.	Limited adherence to SOP's and procedures, poor situational awareness and/or no review of flight progress. Is ignorant of errors which occur in the performance of the various task elements	SOP's and procedures are followed, and good situational awareness evident to avoid and trap errors which may occur in the performance of the various task elements	Strict adherence to SOP's and procedures. Applies effective strategies to avoid and trap errors which may occur in the performance of the various task elements
Applies strategies which will mitigate the effects of any errors which may occur, iaw with TEM techniques.	Is ignorant of or deficient in the application of strategies which could mitigate the effects of any errors which occur	Adequately mitigates the effects of any errors which occur	Applies strategies which effectively mitigate the effects of any errors which occur

6.9 For further guidance on teaching and testing TEM see the European Helicopter Safety Team (EHEST) TEM leaflet (HE 8) Principles of Threat and Error Management (TEM) for Helicopter Pilots, Instructors and Training Organisations.

7 SKILL TEST and PROFICIENCY CHECK - CONDUCT and ADMINISTRATION

7.1 Test and Check Schedules

7.1.1 Test and check schedules are defined at Appendix 9 to Part FCL and reproduced on the Examiners Report Form SRG2138, which is available on the CAA website. Skill test and proficiency check schedules use a similar sequence of sections, and the examiner will determine, using the guidance below and at Appendix 1, those sections and items to include in the test or check.

Section 1	Pre-Flight Checks and Procedures
Section 2	Flight Profile
Section 3	Normal and Abnormal Operations of Systems and Procedures
Section 4	Abnormal and Emergency Procedures
Section 5	Instrument Flight Procedures
Section 6	Use of Operational Equipment

7.1.2 There is provision in Part-FCL for tests and checks in single-pilot helicopters to be performed in a multi-pilot operation; further guidance is at paragraph 3.10.

7.1.3 Skill tests and proficiency checks are to be carried out in a helicopter, or if approved, a level C/D FFS.

7.2 Aim of the Test/Check

7.2.1 The aim of the flight test/check is to:

(a) Determine, by practical demonstration, whether the candidate has reached/maintained the required level of knowledge and skill for the rating.

(b) Improve the standards of instruction and training by giving feedback of those exercises and procedures, which are commonly failed.

(c) To ensure that safety standards are maintained and, where possible, improved throughout the aviation industry by requiring the application of sound airmanship and flight discipline.

7.2.2 The applicant shall demonstrate the ability to:-

(a) Operate the helicopter within its limitations;

(b) Complete all manoeuvres with smoothness and accuracy;

(c) Exercise good judgement and airmanship;

(d) Apply aeronautical knowledge;

(e) Maintain control of the helicopter at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;

(f) Understand and apply crew coordination and incapacitation procedures, if applicable;

(g) Communicate effectively with the other crew members, if applicable.

7.2.3 A briefing for the skill test/proficiency check/ OPC is contained at Appendix 3. If a company OPC brief is to be used then it must cover at least those items contained in the Appendix.

7.3 Pass and Fail Criteria

7.3.1 A skill test/proficiency check consists of a group of up to two attempts. A candidate must pass sections 1 to 6 (as applicable) of the skill test/proficiency check in Appendix 9 to Part-FCL. **Failure in more than 5 items will require the candidate to take the entire test again. A candidate failing not more than 5 items shall take the failed items again**. Failure in any item of the re-test or failure in any other items already passed will require the candidate to take the entire test again. All sections of the skill test/proficiency check shall be completed within six months.

7.3.2 For a proficiency check, the check must be completed within the period of rating validity in order to revalidate the rating. Where a candidate fails to pass all items of a type or instrument rating proficiency check, the privileges of that rating are suspended pending successful completion of the check.

7.3.3 EASA Part-FCL Appendix 9 states, that "failure in any item of the re-test including those items that have been passed at a previous attempt **will** require the candidate to take the entire test/check again". **The first attempt at any test/check must be completed in full before any retests of failed items are undertaken**. Once all items of the first attempt have been flown then if a retest is required it will become attempt number two.

7.3.4 It is advisable to avoid flying a manoeuvre that the candidate has already passed. For example, the examiner could position the helicopter while re-briefing the candidate and then give control back to them once they are happy to continue. In a simulator, the sim could be repositioned and placed in position freeze until the candidate is ready to continue (the system of repositioning in the simulator must not be used by the examiner to make conditions so easy for the candidate that the test becomes meaningless). However, if it is necessary to fly something previously passed and it is to be assessed, the candidate must be briefed accordingly.

7.3.4 Further training may be required after a failed test or check. Failure to achieve a valid pass in all items in two attempts shall require further training as determined by the examiner. There is no limit to the number of skill tests or proficiency checks that may be attempted.

7.3.5 If the skill test/proficiency check is terminated for reasons considered adequate by the examiner only those sections not completed shall be tested in a further flight. If any items were failed on the first flight, all items not completed on the first attempt must be tested separately, before any re-test is undertaken.

7.3.6 Should a candidate choose not to continue with a test for reasons considered inadequate by the examiner, the candidate will be regarded as having failed those items not attempted

7.3.7 If a candidate fails to achieve a satisfactory standard in an item, he/she will be re-tested in that item. Such re-tests must be indicated on company training records and also the form SRG 2129. The examiner may stop the test/check at any stage if it is considered that the candidate's competency requires a complete re-test or re-check.

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

7.4 Repeat Manoeuvre

7.4.1 At the discretion of the examiner, the candidate may repeat a manoeuvre or procedure of the test/check once. Generally, for skill tests, the examiner should only exercise this option when some external influence or distraction prevents him from making a fair assessment of the candidate's ability.

7.4.2 For proficiency checks, the examiner has more leeway and may broaden the application of repeat manoeuvres. The intention of the proficiency check is to determine the candidate's ongoing proficiency in those skills previously demonstrated for initial issue of the rating but perhaps not recently exercised. Therefore, it may be more appropriate to re-brief in the air and ask the candidate to repeat an item.

7.4.3 Should the repeat be unsatisfactory the item is failed and it shall be re-tested at a second attempt Such repeats must be indicated on company training records, entered as fail on the Form SRG 2138, and a Form SRG 2129 completed.

7.4.4 Although technically, all items of the test schedule may be repeated once, this is not in the spirit of the repeat discretion. If the candidate's performance is such that several items need repeating, he/she is clearly not up to the required standard and the discretion to repeat should not be exercised further.

7.4.5 This discretion should not be used if further training is required. If retraining is required it should be done prior to a retest i.e. a second attempt.

7.4.6 Repeats may not be carried forward to another simulator detail/flight, unless the test was originally planned as a two-day event. Repeats must not be passed on to another examiner. Retest item(s), attempt number two must not be repeated.

7.5 Type Instrument Rating

7.1 An Instrument Rating for a helicopter type consists of a group of up to two attempts in which the candidate is required to pass section 5 of the proficiency check. **Failure in more than 3 items will require the candidate to take the entire check again. A candidate failing not more than 3 items shall take the failed items again.** Failure in any item of the re-check or failure in any other items already passed will require the candidate to take the entire check again.

7.5.2 Where the skill test or proficiency check for a type rating is combined with the revalidation or renewal of an IR, the two ratings are to be assessed independently. Thus, if an aircraft handling error results in a failed item in the IR section, wherever possible the examiner should reassess the item as a visual exercise for the purpose of the type rating (for example aircraft control during engine failure). If the item cannot be reassessed as a visual exercise, for example due to poor weather, the test or check should be assessed as incomplete with regard to the type rating.

7.6 Retraining

7.6.1 Following a partial pass or a fail the examiner may recommend or mandate further retraining which should be entered on the Form SRG 2129.

7.7 Administration

7.7.1 After the flight and debrief the examiner shall check the form SRG 1173 (if applicable) complete 3 copies of the Examiners Report form SRG 2138 (4 if the examiner's NAA is different to the applicant's as the examiner will be required to send one to the examiners NAA), and:

(a) For a Pass – give the completed forms to the candidate to send to CAA together with the appropriate fee where applicable. Where a rating is being revalidated or renewed, the examiner shall also complete the certificate of revalidation in the candidate's licence (see paragraph 4.6.5 and 7.8.6). The examiner must retain the completed SRG 2138 for 5 years.

(b) For a Partial Pass - give the completed form and a ***copy*** of the SRG 2138 to the candidate to present to the examiner for the next attempt. The unsatisfactory item(s) should be clearly marked with "FAIL" and a Form SRG 2129 Examiner Report -Failure of Test completed.

(c) For a Fail – Give a copy of the SRG 2138 to the candidate and send the original form to CAA Complete a Form SRG 2129 Examiner Report -Failure of Test. Retain a copy of the forms and the test/check schedule for 5 years.

7.7.2 Examiners are additionally required to inform candidates who have not passed a rating revalidation that they may not exercise the privileges of that rating until the proficiency check has been successfully completed and their certificate of revalidation signed.

7.7.3 Spare.

7.7.4 For a complete retest, a new set of forms will be required.

7.7.5 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.

7.7.6. The same examiner should not re-examine a failed applicant without the agreement of the applicant.

7.7.7 Should the test/check be incomplete, for example due to weather or aircraft technical faults, the candidate must be assessed on another occasion but only on those sections or items outstanding to complete the test/check. This should be at the earliest practicable opportunity and preferably

with the same examiner. Where a second examiner becomes involved with completion of a test or check, a copy of the original test/check schedule will be required. If all check items are not completed within the remaining validity period of the rating, the rating will lapse and renewal action will be required.

7.7.8 During a test or check, if the examiner holds level 6 language proficiency they may be required to assess the candidate for ICAO language proficiency level 6. Examiners should refer to the CAA website for further guidance: ICAO Language Proficiency | Personnel Licensing | Safety Regulation and to AMC2 FCL.055 of Part FCL

7.8 Forms

7.8.1 Examiners and candidates should use copies of forms recently downloaded from the CAA website (www.caa.co.uk). All CAA documents and forms are subject to regular review and occasional amendment, so it is inadvisable to retain a large stock of forms.

7.8.2 Forms are to be completed and distributed as indicated on each form e.g. one for the applicant, one for the examiner, one for the NAA of the applicant and one for the NAA of the examiner if appropriate. Forms should be submitted to the UK CAA promptly to avoid any delays in issuing ratings.

7.8.3 Form SRG 1173 comprises the candidate's personal details and indicates the test or check conducted and the rating applied for. It also contains the skill test details. This must be completed in all cases where the licence cannot be completed by the examiner and returned to CAA SSC together with the appropriate fee from the current Scheme of Charges. The candidate is responsible for returning the completed form to SSC.

7.8.4 Form SRG 2138 Examiners Report comprises the test or check schedule; when completed it forms a permanent record of the appropriate test or check. Examiners are required to keep a record of their tests and checks for 5 years, thereafter to destroy the form(s).

7.8.5 Form SRG 2129 Examiner Report Failure of Test Check or AoC In the event of a partial pass or a failure of a ST/PC, a SRG 2129 must be completed and distributed as above. If there are points of dispute these should be entered on the form and signed by the applicant and examiner. Examiners must make it explicitly clear when an unsuccessful ST/PC results in the suspension of existing privileges and if any doubt the CAA should be notified.

7.8.6 Form SRG 1100 Temporary Certificate. An Examiner may issue a Temporary Certificate when satisfied that the applicant has met all the training and testing requirements for the Type rating being applied for. The issuance of a Temporary Certificate is not compulsory; accordingly, an Examiner is not obliged to issue a Temporary Certificate when being unable to satisfy themselves that the candidate is fully compliant with the Part-FCL training and testing requirements. The applicant may exercise the privileges endorsed within the Temporary Certificate for a maximum period of 8 weeks (commencing from the date of test). There are no provisions to extend the 8 week validity period. The Temporary Certificate is valid for UK CAA Part-FCL (or JAR FCL) licence holders ONLY (see CAA Information Notice 2016/027 for further details).

7.8.7 For an OPC all the relevant items from the company OPC schedule should be completed as appropriate and the form kept with the company records.

Appendix 1 - TEST AND CHECK SCHEDULE ASSESSMENT CRITERIA

A1-1 The CAA Flight Examiners Handbook provides practical guidance on the criteria to be considered by examiners when assessing each test and check item. The tables provided detail the technical, procedural and non-technical skills (competence) required for all Part FCL tests and checks; they should be used in conjunction with the schedules at Part FCL Appendix 9.

A1-2 The Flight Examiners Handbook is a relatively large document. Therefore, rather than attempt to reproduce it in this CAA Standards Document, it is available electronically from the CAA.

A1-3 Examiners are required to be fully familiar with the EASA test and check criteria and apply them with sound judgement and prudence, in accordance with their experience, training and authorisation as examiners. Instructors and candidates are welcome to acquaint themselves with these criteria but are reminded that they are published for the examiner's guidance. Therefore candidates are advised not to dwell upon the criteria or attempt to assess their own performance during tests and checks.

A1-4 Where the letter "M" appears on the form SRG 2138 schedule this indicates a mandatory exercise. These items are the ***minimum*** requirement of the test or check schedule. As it is not possible to design a one-size-fits-all test for all helicopters, the examiner is required to exercise judgement in conducting flight tests given particular circumstances or aircraft types. The non-mandatory items in the check/test give the examiner room to adjust the flight test to suit operational conditions or helicopter type. Those items that are not annotated 'M' should not be taken to mean that the item must always be ignored. It is not satisfactory simply to fly the basic minimum profile, without assessing the pilot's ability to operate those aircraft systems that are necessary for the safe operation of the aircraft type, in both normal and abnormal conditions. For example, in aircraft equipped with an autopilot, flight director or flight management systems, the candidate will be required to demonstrate the testing and correct use of the equipment.

SECTION 1 – PRE-FLIGHT PREPARATION AND CHECKS

1.1 Helicopter exterior visual inspection component location and purpose of inspection

- Complete all elements of the helicopter and equipment pre-flight inspections as detailed in checklist, operating handbook or flight manual
- Check helicopter serviceability record and technical log
- Using an approved checklist perform all elements of the helicopter pre-flight inspections, identifying components and functions as required by the examiner
- Check and complete all necessary documentation
- Complete an appropriate passenger emergency procedure briefing for the Examiner

1.2 Cockpit Inspection

- Complete all elements of the helicopter internal and cockpit pre-flight inspections as detailed in checklist, operating handbook or flight manual

1.3 Starting Procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies

- Complete engine starting procedures in accordance with checklist, operating handbook or flight manual
- Complete all recommended communication and navigation equipment checks
- Select and set appropriate frequencies and transponder codes

1.4 Taxiing/air taxiing in compliance with ATC/instructor instructions

- Complete all recommended taxying checks and procedures

- Comply with ATC instructions, airport markings and signals
- Maintain control and proper spacing from other aircraft and obstacles
- Demonstrate standard RTF procedures and phraseology
- Demonstrate compliance with ATC instructions

1.5 Pre takeoff procedures and checks

- Ensure all systems are within normal operating range and aircraft correctly configured for departure
- Complete all departure checks and drills including engine operation
- Obtain and comply with ATC departure clearance
- Confirm any helicopter performance criteria including crosswind condition
- Position the helicopter correctly for take off
- Use the correct take off technique using the recommended speeds for transition and initial climb
- Ensure a safe climb and departure adjusting power and helicopter configuration as appropriate
- Complete all necessary after take off checks
- Execute a safe departure in accordance with clearance and with due regard for other air traffic
- Use correct lookout techniques
- Complete all necessary climb checks

SECTION 2 – FLIGHT MANOEUVRES AND PROCEDURES

2.1 Take-offs (various profiles)

- Confirm any helicopter performance criteria
- Use the correct take off technique using the recommended speeds for rotation/lift-off and initial climb
- Ensure a safe climb and departure adjusting power and helicopter configuration as appropriate
- Complete all necessary after takeoff checks
- Execute a safe departure in accordance with clearance and with due regard for other air traffic
- Use correct lookout techniques
- Complete all necessary climb checks

2.2 Sloping ground & crosswind take-off & landing

- Identify landing area on slope and conduct recce
- Move onto slope area and conduct up slope/cross slope landing
- Maintain heading, ground position, and prevent movement of aircraft on slope
- When landed centralise the flying controls
- Prior to take off preposition controls
- Lift into hover maintaining heading and ground position
- Move away from slope ensuring tail is not turned towards the slope
- Be prepared to abort the landing at any stage
- Complete all necessary checks and drills throughout
- Maintain lookout throughout

2.3 Take off at maximum take off mass (actual or simulated mass)

(Normally simulated by the examiner giving a simulated power limitation)

- Demonstrate, using an appropriate technique a take off and transition from the hover ensuring the aircraft is flown within the limits set by the Examiner
- Maintain directional control/balance throughout
- Complete all necessary checks and drills throughout
- Maintain lookout throughout

2.4 Take off with simulated engine failure shortly before reaching TDP or DPATO (ME)

- For aircraft with a number of Cat A profiles it is recognised that this exercise may be a selection from each so that a reject and flight continued with one engine operative can be assessed
- Control RRPM
- Maintain direction and balance
- Observe power limitations (OEI)
- Follow correct profile as per RFM
- Maintain lookout throughout
- Complete all necessary drills and checks

2.4.1 Take off with simulated engine failure shortly after reaching TDP or DPATO (ME)

- Control RRPM
- Maintain direction and balance
- Observe power limitations (OEI)
- Follow correct profile as per FM
- Maintain lookout throughout
- Complete all necessary drills and checks

2.5 Climbing and descending turns onto specified headings

- Establish climb/descent and turns onto nominated height, headings and rates of bank
- Control helicopter altitude, and heading using visual attitude flying technique
- Maintain control and balance throughout
- Complete all necessary checks and drills throughout
- Maintain lookout throughout

2.5.1 Turns with up to 30 deg AOB, 180 degrees to 360 degrees left and right by sole reference to instruments (if section 5 is not to be completed)

- Establish climb/descent and turns, on to Examiners nominated headings whilst maintaining altitude/height and speed
- Demonstrate competence at manoeuvring the aircraft by sole reference to flight instruments
- Use an appropriate technique of instrument scanning and cross check to maintain flight within prescribes limits
- Maintain directional control and balance throughout
- Complete all necessary checks and drills throughout

2.6 Autorotative descent

- Select an area and height/altitude for the nominated autorotation
- Carry out HASEL (or other appropriate) checks
- Establish straight and level flight at the nominated speed, height and heading with cruise power set
- Initiate manoeuvre with verbal warning – Practice Autorotation Go- and establish autorotation (MEH Practice Double Engine Failure Go)
- Fly the appropriate parameters for the nominated technique.
- When instructed by the Examiner to ‘Go Around’ (or at an agreed height/altitude) open throttle and establish the aircraft into a climb using the nominated climbing speed.
- Maintain lookout throughout
- Maintain directional control and balance throughout
- Control Nr throughout
- Complete all necessary checks and drills throughout

2.6.1 Autorotative landing (SEH only) or power recovery

Note: Completion of this item is required for both SE and ME helicopters. If a SEH, then an autorotative landing is normally required. For MEH an autorotation to a power recovery is required.

- Identify the nominated landing area, if appropriate conduct recce (Size, Shape, Surrounds, Slope Surface)
- Carry out HASEL (or other appropriate) checks
- Establish final approach (into wind), straight and level flight at the nominated speed, height and heading with cruise power set
- Initiate manoeuvre with verbal warning – Practice Engine Failure Go- and establish autorotation using the appropriate parameters for the nominated technique
- Close throttle to idle position (only if appropriate and briefed by the examiner), if necessary the Examiner will assist.
- Ensure no aircraft skid or drift, Nr is appropriate, ROD is appropriate and landing area is achievable by 300ft agl
- Apply appropriate flare at appropriate height for aircraft/conditions
- Cushion the aircraft onto the ground, with a running landing if appropriate, whilst maintaining heading
- Lower collective lever judiciously
- If instructed by the Examiner to 'Go Around' (or at an agreed height/altitude) open throttle and establish the aircraft into a climb using the nominated climbing speed.
- Maintain lookout throughout
- Maintain directional control and balance throughout
- Control Nr throughout

2.7 Landings various profiles

- Demonstrate an approach nominated by the Examiner.
- Maintain lookout throughout
- Maintain directional control and balance throughout
- Control Nr throughout

2.7.1 Go around or landing following simulated engine failure shortly before LDP or DPBL (ME)

- Control RRPM
- Maintain direction and balance
- Observe power limitations (OEI)
- Follow correct profile as per RFM
- Maintain lookout throughout
- Complete all necessary drills and checks

2.7.2 Landing following simulated engine failure after LDP or DPBL (ME)

For aircraft with a number of CAT A profiles it is recognised that this exercise may be a selection from each so that a go around and subsequent landing with one engine operative can be assessed

- Control RRPM
- Maintain direction and balance
- Observe power limitations (OEI)
- Follow correct profile as per RFM
- Maintain lookout throughout
- Complete all necessary drills and checks.

SECTION 3 NORMAL AND ABNORMAL OPERATIONS OF SYSTEMS AND PROCEDURES

The Examiner shall select a mandatory minimum of 3 items from this section to be given to the candidate in a realistic scenario so that the candidate can demonstrate his ability to maintain control of the aircraft whilst carrying out the appropriate drills as per the aircraft flight manual.

SECTION 4 - ABNORMAL AND EMERGENCY PROCEDURES

The Examiner shall select a minimum of 3 items from this section to be given to the candidate in a realistic scenario, so that the candidate can demonstrate his ability to identify the emergency/malfunction and carry out the appropriate drills iaw with the FM, in a timely manner:

SECTION 5 - INSTRUMENT FLIGHT PROCEDURES (ACTUAL OR SIM IMC)

Section 5 will always require the candidate's presentation of an IFR Flight Plan and submission where required and where practical should enter Class A airspace. Flight in controlled airspace is desirable so that ATC liaison and compliance with ATC clearance and control may be assessed. It is recognised this may prove difficult to achieve due to airspace restrictions and ATO geographic locations. Therefore it is essential that flight into controlled airspace must have been included during flying training

The candidate remains responsible for the accurate and safe conduct of the flight irrespective of whether the aircraft is being manually flown or operated via autopilot, flight director and/or flight management system.

The autopilot may be used throughout, however for the precision approach, the upper modes of the autopilot should be disconnected before intercepting the localiser and before final configuration for the approach so that the candidate's handling of any trim change during final configuration may be assessed. The limited panel exercises (3B.6) are to be hand flown.

Where a candidate elects to use a flight director he is to follow those directions. Should he elect not to follow directions the candidate is to clearly indicate his reasons at that time.

The items of section 5 must be flown solely by reference to instruments. The examiner must ensure therefore, that any method used to simulate instrument meteorological conditions is effective at denying the candidate external visual references (see para 2.11).. The examiner's ability to lookout and clear the airspace must not be adversely restricted.

Where failure of instruments is required in a helicopter this should be simulated by covering the instruments or by switching off/dimming EFIS displays. For aircraft fitted with electromechanical instruments, standby instrument flight should be demonstrated; however for EFIS equipped aircraft it may be appropriate to assess flight in composite/reversionary modes. Testing of unusual attitudes with simulated failure of main instruments is to be conducted in VMC. In a FSTD the failure should be initiated from the console and preferably should be insidious.

5.1 Instrument take off: transition to instrument flight as soon as possible after becoming airborne

- Perform take-off in accordance with the performance calculations using the correct techniques.
- Establish the climb, complete a smooth transition to instrument flight and complete after take-off checks and drills
- Complete the Standard Instrument Departure procedure (SID) or follow the ATC departure instructions. Use of correct altimeter setting procedure
- Maintain helicopter control, speed, heading, level and balance
- Apply appropriate drift corrections to maintain published departure track or as instructed by ATC
- Identify any navigation aids used
- Comply with any noise routing or departure procedures and ATC clearances
- Complete all necessary climb checks including altimeter setting procedures and ice precautions
- En-route IFR
- Follow the flight-planned route or any other ATC route requirements within the operating limits specified
- Identify and use navigation systems correctly
- Use the correct altimeter setting procedures and show awareness of MSA

- Maintain a flight log for navigation, RTF, and fuel use, sufficient to give position reports and to confirm acceptable minimum fuel states
- Conduct en-route holding procedures if required by ATC
- Monitor OAT and the helicopter surfaces for ice, and take the appropriate actions if necessary. (This may be simulated if there is no actual icing)
- Use correct RTF procedures and phraseology

5.1.1 Simulated engine failure after departure

- Establish helicopter in a safe climb Observe power limitations (OEI). Control RRPM
- Maintain direction and balance
- Configure the helicopter to achieve and maintain the climb performance in the POH/Aircraft Flight Manual.
- Perform OEI checks and procedures as outlined in the POH/Flight manual.
- Use correct RT procedures.
- Follow published departure procedure/profile or as directed by ATC

5.2 Adherence to departure and arrival routes and ATC instructions

- Follow all vertical and horizontal profiles as per published procedures or as directed by ATC.
- Maintain correct RT procedures. Adhere to ATC instructions.

5.3 Holding Procedures

- Complete any holding procedure with appropriate corrections for tracking and timing to achieve the published holding pattern.

5.4 ILS approach down to CAT1 DA/DH

5.4.1. Manually without flight director

- Complete the checks and drills for landing and configure the aircraft correctly
- Set and identify relevant navigation aids
- Set and cross check the appropriate altimeter settings
- Use correct RTF procedures and terminology and comply with all ATC instructions and clearances
- Confirm the availability and serviceability of selected navigation equipment
- Comply with the published arrival and precision approach procedures
- Establish the appropriate helicopter configuration and airspeed for the phase of the approach
- Complete the necessary helicopter checks and drills
- Complete the manoeuvring pattern as required to establish the final approach segment within the specified flight tolerances
- Establish the final approach and maintain the approach path in horizontal and vertical profile to Decision Height/Altitude
- Control the aircraft as necessary to achieve a stable and trimmed final approach path
- Acquire visual references and continue to land or initiate missed approach by Decision Height/Altitude DH/A

5.4.2 Precision approach manually with or without flight director

- Complete the checks and drills for landing and configure the aircraft correctly
- Set and identify relevant navigation aids
- Set and cross check the appropriate altimeter settings
- Use correct RTF procedures and terminology and comply with all ATC instructions and clearances
- Confirm the availability and serviceability of selected navigation equipment
- Comply with the published arrival and precision approach procedures
- Establish the appropriate helicopter configuration and airspeed for the phase of the approach
- Complete the necessary helicopter checks and drills

- Complete the manoeuvring pattern as required to establish the final approach segment within the specified flight tolerances
- Establish the final approach and maintain the approach path in horizontal and vertical profile to Decision Height/Altitude
- Control the aircraft as necessary to achieve a stable and trimmed final approach path
- Acquire visual references and continue to land or initiate missed approach by Decision Height/Altitude DH/A

5.4.3 With coupled autopilot

- Select and comply with the appropriate ILS instrument approach procedure.
- Confirm the serviceability of selected navigation equipment.
- Comply with all ATC instructions and clearances.
- Use correct RTF for ILS procedures.
- Establish the appropriate helicopter configuration and airspeed for all phases of the approach.
- Complete the necessary helicopter checks and drills.
- Complete the manoeuvring to establish the final approach segment within the specified limits.
- Establish the final approach segment and maintain the approach track and vertical profile to DH/DA
- Acquire visual references and continue to land or initiate missed approach by MAP
- If flying a circling approach, acquire visual references by circling minima and circle iaw the published procedure or conduct MAP.

5.4.4. Manually with simulated OEI (Engine failure has to be simulated during final approach before passing the outer marker until touchdown or until completion of missed approach procedure)

- Select and comply with the appropriate ILS instrument approach procedure.
- Confirm the serviceability of selected navigation equipment.
- Comply with all ATC instructions and clearances.
- Use correct RTF for ILS procedures.
- Establish the appropriate helicopter configuration and airspeed for all phases of the approach.
- Complete the necessary helicopter checks and drills.
- Complete the manoeuvring pattern to establish the final approach segment within the specified limits.
- Establish the final approach segment and maintain the approach track and vertical profile to DH/DA
- Acquire visual references and continue to land or initiate missed approach by MAP
- If flying a circling approach, acquire visual references by circling minima and circle iaw the published procedure or conduct MAP.

5.5 Non Precision approach down to MDA/H

- Select and comply with the appropriate VOR/NDB/GNSS instrument approach procedure
- Confirm the serviceability of selected navigation equipment
- Comply with all ATC instructions and clearances
- Use correct RTF for VOR/NDB/GNSS procedures
- Establish the appropriate helicopter configuration and airspeed for all phases of the approach
- Complete the necessary helicopter checks and drills
- Complete the manoeuvring pattern to establish the final approach segment within the specified limits
- Establish the final approach segment and maintain the approach track and vertical profile to MDA/H
- Acquire visual references and continue to land or initiate missed approach by MAP
- If flying a circling approach, acquire visual references by circling minima and circle iaw the published procedure or conduct MAP

5.6 Go around with all engines operating on reaching DA/DH or MDA/MDH

- Establish helicopter in a safe climb
- Configure the helicopter to achieve and maintain the climb performance in the POH/Aircraft Flight Manual
- Follow published missed approach procedure or as directed by ATC

5.7 Go around with OEI on reaching DA/DH or MDA/MDH

- Establish helicopter in a safe climb.
- Configure the helicopter to achieve and maintain the climb performance in the POH/Aircraft Flight Manual.
- Perform OEI checks and procedures as outlined in the POH/Flight manual.
- Use correct RT procedures.
- Follow published missed approach procedure or as directed by ATC

5.8 IMC autorotation with power recovery

- Establish a safe autorotative configuration.
- Maintain speed and RRPM as per the POH/Flight Manual.
- Carry out forced landing procedure turning into last known wind direction.
- Secure aircraft configuration as per the POH/Flight manual including shut down touch drills.
- Initiate flare at pre-briefed altitude and recover aircraft to safe condition using power recovery.

5.9 Recovery from unusual attitudes

- Recover from unusual attitude.
- Establish, Wings level, in balance, correct Attitude, appropriate Speed, Power application as required. (WASP).
- Recover to planned altitude / minimum safe altitude and adjust heading where applicable.

SECTION 6 – USE OF OPERATIONAL EQUIPMENT

The examiner should consider the equipment fit of the aircraft and its optimum use - TAWS, Radar, GPS, radalt etc and incorporate its use in the test/check. The pilot should know/carry out the pre-flight checks, the SOPs/POH/FM for the equipment use, and what the relevant actions are if the warning is triggered.

SECTION 7 – Oral TK for SE Type Ratings (as Applicable)

The oral theoretical knowledge questions are to be type related and shall include at least the following:

(a) Weight limitations/MAUM /MTOW

(b) Vne/Vno Vy

(c) Power limitations

(d) Sloping ground limitations

(e) Avoid curve parameters

(f) Starter/Start limitations

(g) Fuel capacity/consumption/endurance

(h) Autorotation Speeds

(i) RRPM limits (power on/power off)

(j) Wind limitations/critical wind azimuth areas

Appendix 2 TEST AND CHECK TOLERANCES

Flight Test and Check Tolerances

A2-1 The candidate shall demonstrate the ability to:

a) Operate the helicopter within its limitations
b) Complete all maneuvers with smoothness and accuracy
c) Exercise good judgment and airmanship; TEM and CRM.
d) Apply aeronautical knowledge;
e) Maintain control of the helicopter at all times in such a manner that the successful outcome of a procedure or manoeuvres is never in doubt
f) Understand and apply crew co-ordination and incapacitation procedures, if applicable.
g) Communicate effectively with the other crew members, if applicable.

A2-2 The following limits are for general guidance. The examiner shall make allowance for turbulent conditions and the handling qualities and performance of the type of helicopter used.

IFR flight limits;

Height	
Generally	± 100 feet
Starting a go-around at decision height	+ 50 feet/-0 feet
Minimum descent height/altitude	+ 50 feet/-0 feet
Decision height/altitude	+ 50 feet/-0 feet
Tracking	On radio aids ± 5°
Precision approach	half scale deflection, azimuth and glide path
DME Arcing	+_ 1nm
Heading	
normal operations	± 5°
abnormal operations/emergencies	±10°
Speed	
Generally	± 10 knots
with simulated engine failure	+10 knots/-5 knots

VFR flight limits;

Height Generally	± 100 feet
Heading	
normal operations	± 5°
abnormal operations/emergencies	±10°
Speed	
Generally	± 10 knots
with simulated engine failure	+10 knots/-5 knots
Ground drift	
T.O. hover I.G.E.	± 3 feet
Landing	± 2 feet (with 0 feet rearward or lateral flight)

A2-3 Notwithstanding the above Part-FCL test/check tolerances the flight should not be conducted at the expense of smoothness and good co-ordination. An excursion from the tolerances need not necessarily result in a fail provided the candidate returns to within the tolerances using an appropriate technique and without undue delay. However constantly exceeding the tolerances, exceeding by a large amount, exceeding an aircraft limitation or exceeding the tolerances and not correcting is indicative of poor technique, situational awareness and/or division of attention and a fail should be awarded.

APPENDIX 3 GUIDANCE NOTES FOR THE SPH SKILL TEST/PROFICENCY CHECK BRIEFING

The following briefing is presented as an example of the briefing required to comply with EASA Part FCL Appendix 9.

Recommended WX Minima for VFR Skill Test/Check Assessment.
Visibility: As appropriate (VFR generally >5km, but not <3000m).
Cloud: As appropriate (VFR generally >1500'agl but not <1100'. GH not <1500').
Wind: Within limits

ADMINISTRATION
Confirm with the candidate the weather is suitable for the test/check.
Confirm the test/check requirement as well as the type, suitability and availability of aircraft to be used.
Inspect documents: Licence, pilot's log course report, certificate of course completion, recommendation for test, aircraft documents, flight manual check lists (IF screens if required) these should be checked prior to the brief.

BRIEFING

The Purpose of the Flight(s)
Is for you to demonstrate your ability to conduct a flight as Pilot-in-Command, under normal and simulated emergency conditions, to a safe level of competence, as required of a Pilot in accordance with EASA FCL (and Operations Manual - if appropriate).

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 are responsible for all planning of the flight(s) including observing all Rules of the Air, checking the aircraft Tech Log and making all necessary bookings with ATC. However, I will have overall command of the helicopter and will sign the Tech Log.
- Throughout the test/check you are expected to display Captaincy, Airmanship, CRM & TEM .
- You will be responsible for cockpit administration, including the correct use of all aircraft equipment/controls (including Carb Heat if necessary), radio calls, frequency changes and transponder and altimeter settings as required.
- ATC instructions are to be followed at all times, even if contrary to my instructions. If necessary, I may need to operate the radio to establish an alternative clearance.
- Your callsign throughout the test will be……

Checks
- You are to use the approved checklist. If you choose to carry out the checks from memory, they are to be in accordance with the checklist. During your pre-flight walk round you should tell me what you are checking and why. I may ask questions about the checks.
- Please complete the full internal checks initially. Thereafter you may complete the checks from memory. I want you to call out your checklist items as you do them. Please ensure the aircraft has an approved checklist.
- I will require a passenger safety brief before we board.

Test Tolerances
- Are you aware of the test tolerances? They are there for guidance; do not get over anxious about the limits. Should the aircraft deviate from these limits 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, so carry on with your flight, and concentrate on what you are doing.
- During your flight, open to conversation and some basic assistance if you ask. Please do not worry if I am being quiet I will be trying not to interrupt your concentration.

Aircraft Control
- At the end of the brief, when I give you the test details, I will ask you for the various parameters, i.e., speeds and heights, you plan to use. Once they are agreed you should use them, but if you wish to change the height and/or speed you should notify me first.
- Should 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
- The handling pilot shall take the immediate action in response to any malfunction or emergency whether simulated or real.
- If the emergency is real, you will be informed as such and the test/check will be suspended. The handling pilot is to achieve a safe flight configuration. I will give you all the assistance you require. As Captain I reserve the right to take control if necessary.
- If the emergency is simulated you will expected to carry out the relevant actions using touch drills only and radio calls said within in the cockpit only. You will be informed when the exercise is completed.
- The Examiner shall describe how any throttle/FCL/engine training switches are to be manipulated to simulate malfunctions.

Aircraft Limitations/Oral TK Questioning
The Examiner should now ascertain through oral questioning the appropriate level knowledge for the aircraft type (for the skill test a pass mark of 75% is required and shall be recorded on the SRG 2138). (1) Weight limitations/MAUM/MTOW (2) Starter/Start limitations (3) Vne/Vno/ Vy (4) Fuel capacity/consumption/endurance (5) Power limitations (6) Autorotation Speeds (7) Sloping ground limitations (8) RRPM limits (power on/power off) (9) Avoid curve parameters (10) Wind limitations/critical wind azimuth areas

Questions
Do you have any questions on the briefing?

Order of Events
The Examiner with regard to weather, a/c availability, ATC restrictions etc will determine the sequencing of the test /check.

Do you understand what is required and have you been adequately briefed?

APPENDIX 4 CAA Guidance to all Examiners on Examiner Behaviours.

Much has changed since the adoption by the UK of the EASA Aircrew Regulations. As Examiners we are all now required to conform to the EASA requirements, standards and acceptable means of compliance for the conduct of tests, checks and assessments of competence. Increasingly the CAA is receiving allegations about a lack of standardisation amongst examiners and occasionally these escalate into complaints about the conduct of a particular examiner. Whilst many of the allegations and complaints appear to be misinformed and/or unfounded, some have unfortunately been justified; accordingly, the CAA has taken licensing action by either provisionally suspending or worse, revoking examiner certificates. The purpose of this guidance is to encourage all examiners to read (or re-read) the requirements in Part FCL for the conduct of tests, checks and assessments of competence and in particular the requirements for examiner standardisation at FCL.1015 and the associated AMC and GM. Examiners are also urged to undertake a thorough review of the current UK guidance material including the Flight Examiners' Handbook, Information Notices and Standards Documents, as these are under constant review and may have been amended since you last reviewed them.

We must ensure that the tests, checks and assessments we conduct comply with EASA requirements and result in a fair assessment of the applicants' competence to exercise the privileges of the licence, rating or certificate being applied for. All examiners are open to comparison and challenge when the personal conduct and standards set by one is perceived to be at variance with others. In the past, these challenges were levelled nationally and could mostly be mitigated by national standardisation and oversight of examiners. Today, with the certification of examiners across 28 member states, we face the challenge of maintaining what has often been regarded as the UK's "gold standard" of flight crew training and testing, but without "gold plating" the EASA requirements.

With approximately 70% of fatal accidents attributed to pilot error, training standards form much of the bedrock for the future of flight safety. The standards applied and expected by the examiner are pivotal in any improvement or decline in this area. There is no seat for complacency however, and the examiners' application of the correct standard and behaviour must be as far beyond reproach as possible.

The UK CAA Standards Documents are intended to provide guidance for applicants taking the various tests and checks and also serve as a reminder of the CAA's expectations of the examiner. Additionally, they aim to clarify the CAA's policies where interpretation of the regulations is necessary. These documents are under constant review and will continue to be so.

Some examples of alleged and actual breaches of the established protocols and behaviour by examiners are given here as a reminder of the expected conduct and performance of an examiner during a test or check.

- Lack of familiarity with the EASA requirements, the Flight Examiners' Handbook and the relevant Standards Document(s) and a tendency to conduct tests and checks "the way I've always done them" - even though the requirements may have changed.

- Failure to confirm the aircraft is airworthy with a valid CMR, CRS and with sufficient hours to complete the flight before next scheduled/out of phase maintenance is due.

- Failure to ensure, by *physically* checking, that the personal licence, type/class rating and medical certificate is accurate, current and valid and that the associated restrictions and/or limitations (where applicable) are being complied with.

- Disregard of limitations in the POH/AFM/OM.

- Failure to present a professional approach in timing, appearance and manner: The examiner must endeavour to be prompt and business-like, always polite and respectful. Unprofessional behaviour, aggression, sarcasm and rudeness are never acceptable and will be considered to be, by the CAA, gross misconduct. Be accurate, concise and meaningful in all instructions and briefings and deliver them with clarity, accuracy and empathy.

- A reluctance to invite the applicant's instructor or CFI to the debriefing when a test has been failed: This is now strongly encouraged (where possible) to provide an opportunity to clarify the reasons for

failure and head off/deflect any misunderstanding by the applicant. Examiners should also endeavour to discuss with HoT any concerns over non-standard practices or poor standards within the ATO and are encouraged to feedback to CAA Flight Crew Standards where appropriate.

- Lack of clarity when debriefing any points of failure and/or recording them on the Notice of Failure form SRG 2129: Keep to the facts in the description of fail points – avoid opinion, personal preference, subjective remarks or nugatory embellishment.

- Inappropriate observations or comments: It is better to remain silent than to make a remark or observation that is not necessary to maintain the test profile. Do not do or say anything beyond or outside the briefed flight profile (e.g. interrupting the flight to look at or comment on something).

- Offers of assistance in technique or knowledge in an effort to clarify the requirements or "help" the applicant: Experience shows this is often misconstrued as an unwelcome interruption or implied criticism of the training. Do not attempt to influence the applicant in any way unless the test or check is already failed or safety is jeopardised.

- Trying to be amusing, too familiar or too 'laid back': This frequently backfires as 'inappropriate' or unprofessional and is seldom, if ever, received well. With the applicant under the inevitable stress of the test, this is often entirely misunderstood. Equally, an austere or overly formal approach or behavioural manner can also be counter-productive. A concise, professional and facilitative approach is ideal but a difficult balance to attain. On occasion, casual or glib remarks, however well intentioned at the time, have provided fertile ground for tests to be subsequently challenged by the unsuccessful applicant by virtue of the perceived 'test conduct' by the examiner; resulting in extraordinary regulatory effort to avoid the impending Regulation 6 appeal hearing in front of the CAA Board. Examiners need to be mindful of this and guarded against this possible outcome as they too will necessarily become involved in having to defend their assessment/conduct.

As the inevitable comparisons of the wider European standards continue, the integrity, attention to detail, and the high standards of examiners become ever more critical to the future of flight safety. As an authorised examiner you will be fully supported by the CAA in your best endeavours to maintain the standards you have already demonstrated in your assessments for your examiner certificate in recent years. It is now more vital than ever that you hold firm to those values and conduct your business in a professional manner befitting the Authority you hold.

This letter opens with an invitation to review the guidance material for your own purposes. Your experience is also valuable and your input is, therefore, welcome at this time. If you have concerns over the established or expected standards, or suggestions for improvement to the guidance material, in the first instance please send these to examiners@caa.co.uk with the subject title "Examiner Standards". In the meantime we ask for your diligence in the most accurate and robust application of the standards as published.

Yours sincerely,

Captain D N B McCorquodale

Technical Lead
Technical services