

Safety & Airspace Regulation Group
Flight Operations: Training Standards & Policy Group



CAA Standards Document 21, Version 5

Policy and Guidance for Examiners: (Single Pilot Aircraft)

This Standards Document defines UK policy and means of compliance with EASA Part FCL, Subpart K and oversight of the conduct and performance of CAA certified examiners in accordance with Part ARA.FCL.205.

Additional procedures and guidance for UK examiners, ATOs and operators are also incorporated.

The CAA is required to maintain a database of examiners' names and personal e-mail addresses. If you change your e-mail address, please ensure that you use the email address below to inform us of any changes. Simply enter your **CAA reference number** in the message field, and then send to examiners@caa.co.uk.

Examiners are strongly advised to sign up to the SkyWise notification service to be advised of updates to CAA Information Notices, CAPs, CAA Standards Documents, application forms etc.

The latest version of this document can be viewed on the CAA website. All amendments to this document will be notified via SkyWise.

CONTENTS

Foreword

Glossary of Abbreviations and Terms

Part 1 Introduction

Part 2 Common Requirements

- 2.1 Prerequisites for Examiners
- 2.2 Examiner Certification
- 2.3 Designation of Examiners for test
- 2.4 Variation of Examiner Privileges
- 2.5 Multiple Roles
- 2.6 Standardisation
- 2.7 Assessment of Competence
- 2.8 Period of Validity
- 2.9 Administration
- 2.10 Administrative Process
- 2.11 Fees
- 2.12 Enforcement Measures and Disciplinary Policy for Certified Examiners

Part 3 Examiner Privileges, Conditions and Training

- 3.1 Flight Examiner (FE)
- 3.2 Additional Requirements for Flight Examiner for the CPL (FE CPL)
- 3.3 Class Rating Examiner (CRE)
- 3.4 Type Rating Examiner (TRE) (single-pilot helicopters)
- 3.5 Flight Instructor Examiner (FIE)
- 3.6 Instrument Rating Examiner (IRE)

Appendices

- A Examiner Core Knowledge
- B FE (LAPL) & FE (PPL) Standardisation Training Course Syllabus
- C FE (CPL) Standardisation Training Course Syllabus
- D CRE Standardisation Training Course Syllabus
- E TRE (H) Standardisation Training Course Syllabus
- F FIE Standardisation Training Course Syllabus
- G IRE Standardisation Training Course Syllabus
- H Examiner Course
- I Notes for the Guidance of The Providers of Examiner Standardisation Courses and Examiner Refresher Courses
- J CAA Fitness of Character Policy Framework
- K The EU General Data Protection Regulation

Foreword

This document provides guidance on the requirements for the certification of Flight Examiners (FE), Instrument Rating Examiners (IRE) and Flight Instructor Examiners (FIE) for Aeroplanes and Helicopters, Class Rating Examiners (CRE) for Aeroplanes and Type Rating Examiners (TRE) for Single Pilot Helicopters. Included in this document are requirements for the approval of examiner standardisation training courses and examiner refresher courses at Approved Training Organisations (ATO), and arrangements for ensuring that approved courses are conducted in accordance with and under the management system of the UK CAA.

Guidance for Sailplane, Airship and Balloon examiners will be provided in a separate document. Guidance for TRE and SFE on Multi-Pilot Aeroplanes and Helicopters and TRE on Single-Pilot High Performance Complex Aeroplanes (SP HPCA) is contained in Standards Documents 24 and 41.

The Civil Aviation Authority 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 implementation and use. In fulfilling this role, the CAA is required to provide oversight documentation, including standards documents, guidance material 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 (EU) 216/2008 as amended).

Nothing in this document is intended to conflict with the EASA Basic and Aircrew Regulation or UK statute law where applicable. 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.

All other Civil Aviation Authority documents referred to in this Document – including Standards Documents and the Flight Examiners' Handbook are available on the CAA web site at: www.caa.co.uk/standardsdocuments These may be downloaded without charge.'

All other Civil Aviation Authority documents referred to in this Document – including Standards Documents and the Flight Examiners' Handbook are available on the CAA web site at: www.caa.co.uk/standardsdocuments These may be downloaded without charge.'

If, after reading this document, there are any queries or comment, please contact Flight Operations ATO & FCL.

Civil Aviation Authority
ATO & FCL
Flight Operations
Aviation House
Gatwick Airport South
West Sussex RH6 0YR

Tel no 01293 573700 Fax no 01293 573996
Email: examiners@caa.co.uk

CAA Flight Examiner Contact Details:

AEROPLANES:

Captain Iain McClelland:	07768 845812 / iain.mcclelland@caa.co.uk
Captain Mark Young:	07986 809295 / mark.young@caa.co.uk
Captain Ronald Wall	07823 327608 / ronald.wall@caa.co.uk

HELICOPTERS:

Captain Fred Cross:	07760 347055 / fred.cross@caa.co.uk
Captain Ian MacGregor	07799 347435 / ian.macgregor@caa.co.uk

Glossary of Abbreviations and Terms

AoC	Assessment of Competence
AI or ADI	Attitude Indicator or Attitude Direction Indicator
AIC	Aeronautical Information Circular
AIP	Aeronautical Information Publication
AMC	Acceptable Means of Compliance
ANO	Air Navigation Order
APV	(Instrument) Approach with Vertical Guidance
ATC	Air Traffic Control
ATO	Approved Training Organisation
ATPL	Airline Transport Pilots Licence
CDFA	Continuous Descent Final Approach
CPL	Commercial Pilot Licence
CRE	Class Rating Examiner
CRE/IRR	Class Rating Examiner with Instrument Rating Revalidation/Renewal Privileges
CRI	Class Rating Instructor
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
DA/H	Decision Altitude/Height
DTO	Declared Training Organisation
EASA	European Aviation Safety Agency
EFATO	Engine Failure After Take-off
EASA Part AIR-OPS	European Union Requirements Air Operations
FCS	CAA Flight Crew standards
FEH	Flight Examiners Handbook
FEM	EASA Flight Examiners Manual
FE (CPL)	Flight Examiner Commercial Pilot Licence
FE (PPL)	Flight Examiner Private Pilot Licence
FI	Flight Instructor
FIE	Flight Instructor Examiner
FNPT or FNPT II	Flight Navigation Procedures Trainer
FS or FFS	Flight Simulator or Full Flight Simulator
FSTD	Flight Simulation Training Device
FTO	Flight Training Organisation
GE	Ground Examiner
GPS	Global Positioning System
GM	Guidance Material
GNSS	Global Navigation Satellite System
HPA	High Performance Helicopter
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor

LNAV	Lateral Navigation
MDA/H	Minimum Descent Altitude/Height
ME	Multi-Engine
MEP	Multi-Engine Piston Helicopter
MP or MPA/H	Multi-Pilot or Multi-Pilot Aeroplane/Helicopter
OPC	Operator Proficiency Check
Part FCL	EASA Aircrew Regulation - Annex 1 – Part-FCL
PBN	Performance Based Navigation
PC or Proficiency Check	Demonstration of skill for the revalidation or renewal of a licence or rating, including such oral examinations as may be required.
RF	Registered Facility
RNAV	Area Navigation
RT	Radiotelephony
RTO	Rejected Take-off
SE	Senior Examiner
SEP	Single-Engine Piston Helicopter
SET	Single-Engine Turboprop Helicopter
ST or Skill Test	Demonstration of skill for the issue of a licence or rating
SP or SPA/H	Single-Pilot or Single-Pilot Aeroplane/Helicopter
SP HPCA	Single-pilot high performance complex aeroplane
TEM	Threat and Error Management
TMG	Touring Motor Glider
TRE	Type Rating Examiner
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VNAV	Vertical Navigation

Part 1 - Introduction

1.1 Examiners are certified by the CAA to conduct skill tests, proficiency checks and assessments of competence in accordance with the 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. The purpose of this document is to expand upon the basic requirements and to give guidance on the procedures to be followed in order to gain, retain and exercise privileges as an examiner. Additionally, this document outlines at Appendix H the procedures for training organisations seeking approval to conduct examiner standardisation training courses and examiner refresher courses. All examiner certificates and approvals for examiner standardisation training courses and examiner refresher courses described in this document are issued by the CAA Shared Service Centre.

The roles of examiner covered in this document are:

- Flight Examiner (FE)
- Class Rating Examiner (CRE)
- Instrument Rating Examiner (IRE)
- Flight Instructor Examiner (FIE)
- Type Rating Examiner (TRE) (Single Pilot Helicopters only)
- Synthetic Flight Examiners (SFE) (Single Pilot Helicopters only)

Depending on the licence and ratings held, total piloting experience and instructional experience, the privileges of the FE may be varied to include skill tests for the issue of the following licences:

- Light Aircraft Pilot Licence (LAPL)
- Private Pilot Licence (PPL)
- Commercial Pilot Licence (CPL)
- Skill tests and proficiency checks for the associated single pilot class and type ratings, except for single-pilot high performance complex aeroplane type ratings
- Issue, revalidation and renewal of IR(R)/IMC Rating

Depending on the ratings held, total piloting experience and instructional experience, the privileges of the CRE may be varied to include skill tests for the issue and proficiency checks for the revalidation and renewal following ratings:

- SEP class ratings
- TMG class ratings
- MEP class ratings
- SET class ratings
- Single-pilot aeroplane type ratings except for single-pilot high performance complex aeroplane type ratings
- Proficiency checks for the revalidation and renewal of single-pilot instrument ratings/IR(R)/IMC rating.

1.2 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 authorisation certificate issued by the competent authority of an EASA member state and, where the certificate was not issued by the UK CAA, has reviewed the latest available information regarding UK national procedures in accordance with FCL.1015.
- "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.

Part 2 - Common Requirements

2.1 Prerequisites for Examiners

Applicants for examiner certificates are required to comply with the following general requirements:

- Hold an equivalent licence, rating or certificate to the one for which they are seeking privileges to conduct skill tests, proficiency checks or assessments of competence.
- Hold the privilege to instruct for that licence, rating or certificate.
- 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.
- Have met the relevant knowledge, background, and appropriate experience relative to the privileges of an examiner.
- Have completed an approved course of examiner training and standardisation in accordance with FCL.1015 and demonstrated their competence to an Inspector from the authority or a Senior Examiner (SE) appointed by the authority for that purpose.

An examiner certificate may include privileges to carry out tests and checks on more than one type or class of aircraft. Where such a certificate has been issued, the authority to examine in a particular type or class of aircraft remains in place as long as the examiner is properly licensed to act as pilot in command and to instruct in that type or class and the authorisation is valid. Note that examiner certificates shall be valid for three years. Examiners who elect to relinquish their examining privilege within this period should advise the examiner desk in the Shared Service Centre examiners@caa.co.uk of their decision.

2.2 Examiner Certification

EASA Authority Requirements (ARA.FCL.205) requires that the competent authority develops an oversight programme to monitor the conduct and performance of examiners taking into account:

- The number of examiners it has certified and;
- The number of examiners certified by other competent authorities exercising their privileges within the territory over which the CAA has oversight.

The CAA will only designate and authorise suitably qualified persons of integrity as examiners. Following receipt of an application for examiner certification the CAA will evaluate the personality and character of the applicant, and his/her cooperation with the competent authority.

The CAA may also take into account whether the applicant has been convicted of any relevant criminal or other offences, national law and principles of non-discrimination. This will include a check of whether the applicant has been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with Part-FCL or for non-compliance with the Basic Regulation and its Implementing Rules during the last three years. This will also include breaches or non-compliance with previous regulatory requirements including National Licensing requirements and the Air Navigation Order. In certain circumstances, a Disclosure and Barring Service check and/or an interview may be required.

2.3 Designation of Examiners for Test

The CAA is required by ARA.FCL.205 to develop procedures to designate examiners for the conduct of skill tests. These procedures are promulgated by a CAA SkyWise notification. For the latest information, please refer to the relevant CAA website www.caa.co.uk.

2.4 Variation of Examiner Privileges

The procedures by which an examiner may vary an authorisation to include additional examining privileges on a certificate (for example single engine only to single + multi engine) are shown in the tables at Part 3. This is to ensure standardisation of examiner practice, as an initial examiner training course may not have included all combinations of aircraft types,

classes, variants and roles for which an examiner may subsequently become qualified as experience is gained.

2.5 Multiple roles

Provided that EASA Part-FCL Subpart K qualification and experience requirements are met, examiners are not confined to a single examiner category or role.

When examiners hold privileges for more than one category of examiner (for example FE and IRE), combined revalidation of all examiner privileges may be achieved when the applicant meets the requirements for the revalidation of those examining privileges (FCL.1025) and demonstrates competence to an inspector of the authority or a SE in one of those roles (FCL.1020).

2.6 Standardisation

To ensure common practices and standards are applied to testing and checking, the CAA publishes guidance for examiners in the Flight Examiners' Handbook, Standards Documents, and SkyWise Notices. Examiners are also required to attend an examiner refresher course during the last year of the validity period of their examiner certificate. So that the content of examiner refresher course is relevant to the attendees, the CAA will approve courses aimed at specific categories of examiner. For example, examiner refresher courses specifically targeted at FE LAPL, FE PPL and CRE, TRE SPA (VFR only) or refresher courses targeted at SFE and TRE on multi-pilot aircraft. It should be noted that examiners certified for widely differing roles, for example TRE MPA and FE PPL, should expect to complete separate standardisation requirements for each role undertaken. SEs will additionally attend a Senior Examiner Refresher Course and undergo an additional EAoC.

2.7 Assessment of Competence

An Examiner Assessment of Competence (EAoC) for the authorisation or revalidation/renewal of an examiner certificate may be carried out in one of two ways. It may be a "live" event where the examiner conducts a test or check on an actual applicant for the relevant licence, rating or certificate whilst being observed by an inspector from the authority or SE. Alternatively, the inspector or SE might role play the applicant whilst the examiner conducts the test or check. This is often referred to as a "dummy" test or check. The "dummy" test/check is sometimes preferable for a number of reasons, not least of which the pressure put on an applicant by being observed and assessed by two examiners! Where the "live" event is used, the assessment should be carried out with the applicant for the licence or rating occupying the primary pilot seat, the examiner in a secondary pilot seat with access to the flight controls and the inspector or SE occupying a rear / jump seat. For "dummy" tests and checks, the SE or inspector will occupy the primary pilot seat, as would an applicant. For tests or checks conducted in flight simulation training devices, the preferred option is for the examiner to operate the device and assess the pilot under test/check from the instructor's station with the inspector or SE observing. As an alternative, the inspector or SE may role-play the part of the applicant under test/check and the flight will then be conducted as a 'dummy' test/check.

2.8 Period of validity

Examiner certificates shall be valid for not more than three years. Examiners may be re-authorised at the discretion of the CAA after complying with the requirements of FCL.1025.

2.9 Administration

All applications for an initial examiner certificate for any category of examiner (FE, CRE, IRE, FIE or TRE single-pilot helicopters) and for revalidation or renewal of examiner certificates and for variation of existing examining privileges must be made to the examiner desk examiners@caa.co.uk at the CAA Shared Service Centre using the application form SRG 1128, available to download from www.caa.co.uk. Applications must be received, and approval granted before commencing any course of examiner standardisation training.

For SE conducting examiner assessments of competence on behalf of the authority, it is important to ensure that the applicant has received prior approval from the CAA. Written confirmation and an electronic copy of the Examiner Authorisation Report Form TS10 (SRG1845) may be obtained from:

examiners@caa.co.uk

2.10 Administrative Processes

Applicant	CAA Licensing (examiners)
<ul style="list-style-type: none"> Submits the application form and fee 	<ul style="list-style-type: none"> Assesses application against requirements for acceptance Arranges interview (if required)
<ul style="list-style-type: none"> Attends interview (if required) 	<ul style="list-style-type: none"> Notifies applicant of the outcome Provides applicant with details of approved training organisations providing examiner training and standardisation courses
<ul style="list-style-type: none"> Arranges course with training provider Applies through training provider for examiner assessment of competence 	<ul style="list-style-type: none"> Allocates inspector or SE for examiner assessment of competence
<ul style="list-style-type: none"> Undertakes assessment of competence 	<ul style="list-style-type: none"> Confirms all requirements are met Issues examiner certificate

2.11 Fees

2.11.1 Fees for training courses at ATO are available on request directly from the approved course provider(s).

2.11.2 Fees payable to the CAA for initial certification as an examiner, for revalidation or renewal of examining privileges and for variation of examiner privileges are laid down in the current Scheme of Charges and are payable on application. If an applicant fails to reach the required standard for examiner certification the application will be deemed unsuccessful. A new application must be made accompanied by the appropriate test or re-test fee.

2.12 Enforcement Measures and Disciplinary policy for Certified Examiners

2.12.1 The CAA may, in accordance with Air Navigation Order 2016 as amended, authorise a person to conduct such examinations or tests as it may specify. In addition, ARA.GEN.300 requires the competent authority to verify, prior to issuing a licence, certificate or rating that the applicant is in compliance with the applicable requirements and continues to comply with the applicable requirements whilst holding that licence, certificate or rating. ARA.GEN.355 provides for raising findings against a person holding a licence, certificate or rating for non-compliance with the applicable requirements. When a finding is raised, the competent authority shall carry out an investigation and if the finding is confirmed the authority may limit, suspend or revoke the licence, certificate or rating and take any further enforcement measures necessary to prevent the continuation of the non-compliance. This paragraph sets out the basis on which the CAA certifies examiners under the provision of the ANO and EASA Authority requirements. The CAA must be satisfied that a person is fit and qualified to conduct any specified examinations, tests, checks or assessments of competence before certifying that they may do so. In verifying that a person remains fit, qualified and in compliance with the applicable requirements the CAA will consider the elements set out in paragraph 2.2, 2.12.2 and Appendix I. If the CAA ceases to be so satisfied about the conduct or competence of an examiner that it has certified, it will take appropriate action in accordance with paragraph 2.12.3 and Appendix I.

2.12.2 Examiners have a vital role in the regulation of flight standards and promotion of flight safety by conducting skill tests, proficiency checks, assessment of competence and/or ground examinations for licences, ratings and certificates. It is essential that examiners have the trust and respect of the CAA, of applicants for tests, of the approved training organisations and the aviation community in general. In particular:

Applicants for certification shall:

- Demonstrate compliance with the EASA Basic and Aircrew Regulation, the Air Navigation Order, Rules of The Air Regulations and good aviation practice in respect of their own flight operations.

- Hold a valid licence, rating and certificate as required to exercise the privileges of the examiner certificate applied for.
- Agree to comply with standardisation and currency requirements as determined by EASA and the CAA.
- Agree to keep records of flight tests in accordance with current regulation and make them available for inspection when required by the CAA.
- Be of good character, integrity and demonstrate cooperation with the CAA.
- The CAA may also take into account whether the applicant has been convicted of any relevant criminal or other offenses, taking into account national law and principles of non-discrimination.

Certified Examiners shall:

- Conduct tests impartially and without fear or favour in accordance with the current procedures and standards for testing as determined by EASA and the CAA.
- Continue to demonstrate compliance with the EASA Basic and Aircrew Regulation, Air Navigation Order, Rules of The Air Regulations and good aviation practice in respect of their own flight operations.
- Continue to maintain their own licences, ratings and certificates as required in order to exercise their piloting, instructing and examining privileges.
- Comply with standardisation requirements for examiners as determined by EASA and the CAA.
- Only sign applications for licences, ratings or certificates, licence pages or pilot log books when they have ensured that all the requirements for experience and or test as appropriate, have been met by the applicant.
- Keep records of flight tests and make them available for inspection when required by the CAA.
- Continue to be of good character, have integrity, demonstrate cooperation with the CAA and continue to hold the trust and respect of the CAA, of applicants for test, of approved training organisations and the aviation community in general.

2.12.3 Disciplinary action

If it becomes apparent that an examiner is failing to achieve the standards expected, or is not compliant with the applicable requirements, the CAA will take appropriate steps to rectify the situation. Among the courses of action available are the following:

- Raise a finding
- Investigate
- Interview
- Formal Warning
- Requirement for retraining and/or reassessment of examiner skills
- Suspension or limitation of Examiner Certificate
- Revocation of Examiner Certificate

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

Head of the Shared Service Centre will take suspension or revocation action where it is considered that the CAA cannot remain satisfied as to the fitness or qualification of an examiner.

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

2.12.4 Limitations of Examining Privileges in Case of Vested Interests

Examiners shall not conduct skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate;

- To whom they have provided more than 25% of the required flight instruction for the issue of a licence, rating or certificate for which the skill test or assessment of competence is being taken; or
- When they have been responsible for the recommendation for the skill test, in accordance with FCL.030; or
- Skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected. (Examples of situations where the examiner should consider whether his objectivity might be affected include when the applicant is a relative or friend of the examiner, or when they are linked by financial or economical interests or political affiliations etc.)

An examiner may conduct subsequent proficiency checks or assessments of competence for the revalidation or renewal of that rating or certificate, once issued.

Part 3 - Examiner Privileges, Conditions and Training

3.1 Flight Examiner

Privileges associated with the examiner certificate	<ul style="list-style-type: none"> • Conduct skill tests for the issue of the Light Aircraft Pilot Licence • Conduct skill tests for the issue of the Private Pilot Licence • Conduct skill tests for the issue of the Commercial Pilot Licence (see 3.2) • For FE (A) - conduct skill tests and proficiency checks for the grant, revalidation or renewal of a class or type rating on single pilot aeroplanes, except for SP HPCA • Conduct proficiency checks for the revalidation and renewal of EIRs. • For FE (H) – conduct skill tests and proficiency checks for single-pilot single-engine helicopter type ratings • For FE (H) – conduct skill tests and proficiency checks for single-pilot multi-engine helicopter type ratings • Sign Certificates of Revalidation in respect of rating revalidation or renewal.
Prerequisites See 2.1	<ul style="list-style-type: none"> • FE (A) seeking privileges to examine for the LAPL – 500 hours flight time as pilot on aeroplanes or TMG, including at least 100 hours of flight instruction • FE (A) seeking privileges to examine for the PPL – 1000 hours of flight time as pilot on aeroplanes or TMG, including at least 250 hours of flight instruction • FE (A) seeking privileges to examine for the CPL - 2000 hours of flight time as pilot on aeroplanes or TMG, including at least 250 hours of flight instruction • FE (A) seeking privileges for the revalidation and renewal of EIRs – 1500 hours as pilot on aeroplanes and 450 hours of flight time under IFR of which 250 hours shall be as instructor • FE (H) seeking privileges to examine for the LAPL – 500 hours flight time as pilot on helicopters, including at least 150 hours of flight instruction • FE (H) seeking privileges to examine for the PPL and skill tests and proficiency checks for SP SE helicopter type ratings entered in a PPL - 1000 hours of flight time as pilot on helicopters, including at least 250 hours of flight instruction • FE (H) seeking privileges to examine for the CPL and skill tests and proficiency checks for SP SE helicopter type ratings entered in a CPL - 2000 hours of flight time as pilot on helicopters, including at least 250 hours of flight instruction • FE (H) seeking privileges to conduct skill tests and proficiency checks for SP ME helicopter type ratings – requirements as above for flight time and instruction plus holds a CPL (H) or ATPL (H) and, when applicable, an IR (H)
Course Details	<p>Courses shall be conducted by the CAA or an Approved Training Organisation.</p> <p>The standardisation course shall consist of theoretical and practical instruction and shall include at least 2 skill tests, proficiency checks or AoC for the licences, ratings or certificate for which the applicant seeks the privilege to conduct test and checks. For the FE (LAPL) and FE (PPL), this should comprise at least two complete LAPL or PPL skill test (as appropriate to the examining privileges being sought), and two complete class rating (or Helicopter type rating) proficiency checks. These are normally conducted as a demonstration and a 'give back' for each privilege.</p> <p>The minimum course duration specified in AMC 1 to FCL.1015 for the FE is one day. Training providers are required to train the applicant examiner to competency in all roles associated with the privileges of the examiner certificate and shall ensure that all required theoretical and practical training has been completed. To that end, the minimum course duration specified in AMC 1 to FCL.1015 may be impracticable. Course lengths reflect the time required for one applicant to complete all practical training elements including observing the tutor demonstrating and the applicant practising the role of examiner. Where two or more applicants attend a course, the duration should be increased accordingly so that each applicant practises the role of examiner (see Note).</p>
Pre-course preparation	<p>Study of the relevant parts of EASA Part-FCL, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ARA, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ORA, the related AMCs and GM</p> <p>Study of the EASA Flight Examiners' Manual</p> <p>Study of the CAA Flight Examiners' Handbook</p> <p>Study of CAA Standards Documents 14 and 19 (A) or (H) as appropriate and 25 if applicable.</p>
Course Syllabus	<p>Theoretical and practical training is to cover the following (as applicable to the privileges being sought):</p> <ul style="list-style-type: none"> • Knowledge and understanding of EASA Part-FCL requirements; specifically the cover regulation, Subparts A, B, C, H, I and K and associated AMC and GM plus Appendix 1, 2

	<p>and 9</p> <ul style="list-style-type: none"> • Content, conduct and assessment criteria for LAPL and PPL skill tests, including full, partial and incomplete tests • Content, conduct and assessment criteria for aeroplane class rating and helicopter type rating skill tests and proficiency checks including full, partial and incomplete checks • Revalidation of SEP and TMG class ratings by experience • Revalidation and renewal of the EIR (if applicable) • Revalidation and renewal of (Helicopter) type ratings • General examining principles • Fundamentals of Human Performance, limitations, CRM and TEM relevant to flight examination • Fundamentals of evaluation relevant to applicant's performance • Reporting and documentation • Protection of personal data • Liability • Accident insurance • Fees <p>An expanded syllabus is shown at Appendix B.</p>
<p>Examiner Assessment of Competence</p>	<p>Course providers are required to recommend the applicant's suitability for assessment.</p> <p>Pass an examiner assessment of competence (AoC) conducted by an inspector from the Authority or a SE nominated for the purpose. The inspector or SE will act as the dummy applicant for a LAPL or PPL Skill Test (as applicable). The applicant examiner is to brief, manage, debrief, assess and administer the test as the final assessment. This assessment is additional to the training course and will only be conducted following satisfactory completion of the entire course.</p> <p>The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a requirement for further training.</p>
<p>Wider Authorisations</p>	<p>Examiner authorisation certificates are issued for use on specified types/classes of aeroplanes or helicopters. Examiners may apply for their authorisation certificates to be varied to include examining on other types/classes on which they subsequently become qualified to instruct and meet the requirements in Part 2 above. Additional standardisation training may be required.</p> <p>Where the following examiner privileges were not tested as part of an initial examiner authorisation, or are not held within another examiner authorisation, in general terms:</p> <p>To add examiner privileges in ME aeroplane or helicopter:</p> <ul style="list-style-type: none"> • Hold an instructor certificate for ME aeroplanes or helicopters as appropriate; • Demonstrate to the authority relevant instructional experience on the class or type or, in exceptional circumstances, an equivalent type; • Receive standardisation training from an approved course provider on the conduct of testing one engine inoperative procedures; • Pass an AoC with an inspector from the authority or SE nominated by the authority, comprising the relevant parts of the test/check schedule for one engine inoperative procedures; • Apply to the CAA for variation to the examiner certificate. <p>To add Single Engine privileges (to an authorisation issued solely for ME purposes):</p> <ul style="list-style-type: none"> • A valid instructor certificate for SE(A) or SE(H) as appropriate; • Pass an AoC with an inspector from the authority or SE nominated by the authority, comprising the relevant parts of the test/check schedule for engine failure procedures; • Apply to the CAA for variation to the examiner certificate. <p>Details of the specific requirements to be met to vary the authorisation should be obtained from FCS prior to training/testing.</p>
<p>Ongoing Standardisation</p>	<p>Examiners are required to comply with appropriate examiner standardisation requirements of FCL.1025 and the associated GM and AMC. These requirements will be addressed through examiner refresher courses and the provision of guidance material including the FEH, standards documents and other information notified through SkyWise.</p> <p>The CAA reserves the right to sample the activities of examiners at any time. Specifically, approximately 6 months after the initial certification of an examiner, the CAA may allocate an inspector or SE to observe that examiner conducting a skill test or proficiency check. This sampling activity may include observing any pre-flight briefings, the conduct of the flight and any post-flight debriefings. In aircraft with only two seats, the sampling will be restricted to briefings and debriefings.</p>

Revalidation of an Examiner Certificate	The holder of the examiner certificate must: <ul style="list-style-type: none"> • Conduct 2 skill tests, proficiency checks or assessments of competence every year of the validity of the certificate; • Attend an examiner refresher course during the last year of the validity period; • Have one of the tests or checks completed during the last year of the validity period assessed by an inspector from the authority or a SE authorised for the purpose; • Continue to comply with current standardisation arrangements.
Renewal	If the certificate has expired, examiners seeking to renew examining privileges shall: <ul style="list-style-type: none"> • Attend an examiner refresher course, and; • Demonstrate their competence to an inspector from the authority or a SE nominated by the authority through the conduct of a skill test or proficiency check or assessment of competence in the examining role for which the renewal of privileges are sought. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Administration	See paragraphs 2.9 and 2.10
Note	One day is assumed to be 7 hours of productive theoretical instruction and practical training. With appropriate breaks for lunch and refreshment this equates to an 8 hour working day.

3.2 Additional Requirements for Flight Examiner for the CPL (FE CPL)

Privileges associated with the examiner certificate	<ul style="list-style-type: none"> • As for 3.1 and, in addition; • Conduct skill tests for the issue of the Commercial Pilot Licence.
Prerequisites	<ul style="list-style-type: none"> • See paragraph 3.1
Course Details	<ul style="list-style-type: none"> • As for 3.1 but the complete skill test should be a CPL skill test and, in addition: <p>The CPL skill test is conducted to more exacting requirements than the LAPL and PPL skill tests. Additionally, an applicant for the CPL is expected to operate in accordance with an approved operation manual and clearly defined standard operating procedures, reflecting the requirements of Part-CAT for commercial air transport. Accordingly, the examiner training course for the FE (CPL) is more comprehensive in terms of both theoretical and practical training.</p> <p>The minimum course duration specified in AMC 1 to FCL.1015 for the FE is one day and shall include 2 CPL ST flights. Training providers are required to train the applicant examiner to competency in all roles associated with the privileges of the examiner certificate and shall ensure that all required theoretical and practical training has been completed. To that end, the minimum course duration specified in AMC 1 to FCL.1015 may be impracticable. Course lengths reflect the time required for one applicant to complete all practical training elements including observing the tutor demonstrating and the applicant practising the role of examiner. Where two or more applicants attend a course, the duration should be increased accordingly so that each applicant practises the role of examiner (see Note).</p>
Pre-course preparation	<ul style="list-style-type: none"> • As for 3.1 and, in addition: • Study of CAA Standards Documents 3(A) or 3(H) • Study of Air Ops as applicable
Course Syllabus	<p>As for 3.1 and, in addition:</p> <ul style="list-style-type: none"> • Knowledge and understanding of EASA Part-FCL Subpart D, the associated AMC and GM plus Appendix 3 and 4 • Knowledge and understanding of EU requirements for CAT as applicable, particularly in relation to single-pilot operations • Content, conduct and assessment criteria for CPL skill tests, including full, partial and incomplete tests <p>An expanded syllabus is shown at Appendix C</p>
Examiner Assessment of Competence	<p>As for 3.1 and, in addition:</p> <p>Pass an examiner assessment of competence (AoC) conducted by an inspector from the authority or a SE nominated for the purpose. The inspector or SE may act as the dummy applicant for a CPL Test. The applicant examiner is to brief, manage, debrief, assess and administer a complete CPL skill test. The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a</p>

	requirement for further training.
Wider Authorisations	As for 3.1
Ongoing Standardisation	As for 3.1
Revalidation of an examiner certificate	As for 3.1.
Renewal	As for 3.1
Administration	See paragraphs 2.9 and 2.10
Note	One day is assumed to be 7 hours of productive theoretical instruction and practical training. With appropriate breaks for lunch and refreshment this equates to an 8 hour working day.

3.3 Class Rating Examiner (CRE)

Privileges associated with the examiner certificate	<ul style="list-style-type: none"> Conduct skill tests for the issue of class ratings and single pilot type ratings (except for SP HPCA type ratings) Conduct proficiency checks for revalidation and renewal of class and type ratings (except for SP HPCA type ratings) Conduct proficiency checks for revalidation and renewal of Instrument Ratings and EIRs provided the CRE complies with the requirements of FCL.1010 for the IRE. This also requires additional training (see Prerequisites and Course Details below). Sign Certificates of Revalidation in respect of class, type and instrument rating revalidation or renewal. Conduct OPC (where examiner standardisation training and the AoC includes OPC). Conduct tests and checks in single-pilot certified aeroplanes but operated multi-pilot in accordance with Air Ops (where examiner standardisation training and the AoC includes multi-pilot operation in SPA). Conduct tests and checks in FSTD (where examiner standardisation training and the AoC includes FSTD).
Prerequisites	<ul style="list-style-type: none"> Hold a CPL (A), MPL (A) or ATPL (A) with single-pilot privileges or have held it and hold a PPL (A). Hold a CRI certificate for the applicable class or type Have completed 500 hours of flight time as pilot of aeroplanes Demonstrate to the authority relevant instructional experience on the class or type or, in exceptional circumstances, an equivalent type for which authorisation is sought. If IR revalidation and renewal privileges are sought <ul style="list-style-type: none"> hold a current Instrument Rating hold an IRI (A) certificate or FI certificate with the privileges of FCL.905.FI (g). have completed 2000 hours of flight time as a pilot of aeroplanes; and, 450 hours of flight time under IFR, of which 250 hours shall be as an instructor If EIR revalidation and renewal of privileges are sought: <ul style="list-style-type: none"> hold a current IR hold an IR(A) certificate or a FI certificate with the privileges of FCL 905 (g) have completed 1500 hours of flight time as a pilot of aeroplanes; and, 450 hours of flight time under IFR, of which 250 hours shall be as an instructor
Course Details	<p>Training courses are conducted by course providers approved for the purpose.</p> <p>The minimum course duration specified in AMC 1 to FCL.1015 for the CRE is three days including at least 2 test or check profiles in the role of examiner. If examiner privileges are to include checks for the revalidation or renewal of an IR, practical instruction should include the conduct of at least 4 instrument check profiles.</p> <p>Training providers are required to train the applicant examiner to competency in all roles associated with the privileges of the examiner certificate and shall ensure that all required theoretical and practical training has been completed. To that end, the minimum course duration specified in AMC 1 to FCL.1015 may be impracticable. Course lengths reflect the time required for one applicant to complete all practical training elements including observing the tutor demonstrating and the applicant practising the role of examiner. Where two or more applicants attend a course, the duration should be increased accordingly so that each applicant practises the role of examiner (see Note).</p>
Pre-course preparation	<p>Study of the relevant parts of EASA Part-FCL, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ARA, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ORA, the related AMCs and GM</p> <p>Study of the EASA Flight Examiners' Manual</p>

	<p>Study of the CAA Flight Examiners' Handbook</p> <p>Study of CAA Standards Document 14</p> <p>For OPC privileges – study of the relevant parts of Air Ops and the company operations manual</p>
Course Syllabus	<p>Theoretical and practical training is to cover the following (as applicable to the privileges being sought):</p> <ul style="list-style-type: none"> • Knowledge and understanding of EASA Part-FCL requirements; specifically, the cover regulation, Subparts A, H and I and associated AMC and GM plus Appendix 9 • Knowledge and understanding of AIR OPS (for OPC privileges) • Content, conduct and assessment criteria for aeroplane class rating and type rating skill tests and proficiency checks including full, partial and incomplete checks • Content, conduct and assessment criteria for the revalidation or renewal of single pilot instrument ratings including full, partial and incomplete checks • General examining principles • Fundamentals of Human Performance, limitations, CRM and TEM relevant to flight examination • Fundamentals of evaluation relevant to applicant's performance • Reporting and documentation • Protection of personal data • Liability • Accident insurance <p>An expanded syllabus is shown at Appendix D.</p>
Examiner Assessment of Competence	<p>Course providers are required to recommend the applicant's suitability for assessment.</p> <p>Pass an examiner AoC with an inspector from the authority or SE nominated for the purpose. For CRE without IR revalidation and renewal privileges, this will normally be an observed or dummy SP type or class rating ST or PC conducted day, VFR. For CRE/IRR the AoC will normally be an observed or dummy SP class or type rating combined with the revalidation or renewal of an IR. The inspector/SE will either operate the aircraft as a dummy applicant or observe the conduct of the flight from a rear seat. The applicant examiner is to brief, manage, debrief, assess and administer the test/check as his final assessment. For CRE/IRR with OPC privileges, the assessment will usually be an observed class/type rating proficiency check combined with IR revalidation/renewal plus OPC (LPC/OPC) using a company aircraft and testing a company pilot in accordance with Part D of the company Operations Manual. Alternatively, the applicant examiner may be assessed as for CRE/IRR above with a follow up observation conducting a company OPC at a later date.</p> <p>The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a requirement for further training.</p>
Wider Authorisations	<p>Examiner authorisation certificates are issued for use on specified types/classes of aeroplanes. Examiners may subsequently apply to vary the authorisation to include other types/classes on which they subsequently become qualified to instruct, providing they fulfil the experience requirements of Part-FCL Subparts J and K and any further standardisation as required.</p> <p>Where the following examiner privileges were not tested as part of an initial examiner authorisation, or are not held within another examiner authorisation, in general terms:</p> <p>To add examiner privileges in ME aeroplanes:</p> <ul style="list-style-type: none"> • Hold an CRI certificate for ME aeroplanes; • Demonstrate to the authority relevant instructional experience on the class or type or, in exceptional circumstances, an equivalent type; • Receive standardisation training from an approved course provider on the conduct of testing one engine inoperative procedures; • Pass an AoC with an inspector from the authority or SE nominated by the authority, comprising the relevant parts of the test/check schedule for one engine inoperative procedures; • Apply to the CAA for variation to the examiner certificate. <p>To add Single Engine privileges (to an authorisation issued solely for ME purposes):</p> <ul style="list-style-type: none"> • Hold a valid instructor certificate for single engine aeroplanes; • Pass an AoC with an inspector from the authority or SE nominated by the authority, comprising the relevant parts of the test/check schedule for engine failure procedures; • Apply to the CAA for variation to the examiner certificate. <p>Details of the specific requirements to be met to vary the authorisation should be obtained from CAA Flight Operations prior to training/testing.</p>
Ongoing Standardisation	<p>Examiners are required to comply with appropriate examiner standardisation requirements of FCL.1025 and the associated GM and AMC. These requirements will be addressed through examiner refresher courses and the provision of guidance material including the FEH, standards documents and other information notified through SkyWise.</p> <p>The CAA reserves the right to sample the activities of examiners at any time. Specifically,</p>

	approximately 6 months after the initial certification of an examiner, the CAA may allocate an inspector or SE to observe that examiner conducting a skill test or proficiency check. This sampling activity may include observing any pre-flight briefings, the conduct of the flight and any post-flight debriefings. In aircraft with only two seats, the sampling will be restricted to briefings and debriefings.
Revalidation of an examiner certificate	The holder of the examiner certificate must: <ul style="list-style-type: none"> • Conduct 2 skill tests, proficiency checks or assessments of competence per year of the validity of the certificate; • Attend an examiner refresher course during the last year of the validity period; • Have one of the tests or checks completed during the last year of the validity period assessed by an inspector from the authority or a SE authorised for the purpose; • Continue to comply with current standardisation arrangements.
Renewal	If the certificate has expired, examiners seeking to renew examining privileges shall: <ul style="list-style-type: none"> • Attend an examiner refreshercourse, and; • Demonstrate their competence to an inspector from the authority or a SE nominated by the authority through the conduct of a skill test or proficiency check or assessment of competence in the examining role for which the renewal of privileges are sought. Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Administration	See paragraphs 2.9 and 2.10
Note	One day is assumed to be 7 hours of productive theoretical instruction and practical training. With appropriate breaks for lunch and refreshment this equates to an 8 hour working day.

3.4 Type Rating Examiner (TRE) (single-pilot helicopters)

Privileges associated with the examiner certificate	<ul style="list-style-type: none"> • Conduct skill tests for the issue of single pilot helicopter type ratings. • Conduct proficiency checks for revalidation and renewal of type ratings • Conduct proficiency checks for revalidation and renewal of Instrument Ratings provided the TRE holds a valid IR (H) and completes additional training below. • Conduct OPC (where examiner standardisation training and the AoC includes OPC). • Conduct tests and checks in FSTD (where examiner standardisation training and the AoC includes FSTD). • Conduct AoC for the issue, revalidation or renewal of a TRI (H) or SFI(H) certificate provided that the examiner has completed at least 3 years as a TRE and is authorised by the Authority.
Prerequisites	<ul style="list-style-type: none"> • Hold a CPL (H), or ATPL (H) with single-pilot privileges. • Hold a TRI or FI certificate for the applicable type and have completed at least 50 hours of flight instruction as an TRI, FI or SFI on the applicable type or FSTD representing that type. • Have completed 750 hours of flight time as pilot of helicopters of which at least 500 hours shall be as PIC
Course Details	<p>Training courses are conducted by course providers approved for the purpose.</p> <p>The minimum course duration specified in AMC 1 to FCL.1015 for the TRE is three days including at least 2 test or check profiles in the role of examiner. If examiner privileges are to include checks for the revalidation or renewal of an IR, practical instruction should include the conduct of at least 4 instrument check profiles.</p> <p>Training providers are required to train the applicant examiner to competency in all roles associated with the privileges of the examiner certificate and shall ensure that all required theoretical and practical training has been completed. To that end, the minimum course duration specified in AMC 1 to FCL.1015 may be impracticable. Course lengths reflect the time required for one applicant to complete all practical training elements including observing the tutor demonstrating and the applicant practising the role of examiner. Where two or more applicants attend a course, the duration should be increased accordingly so that each applicant practises the role of examiner (see Note)</p>
Pre-course preparation	<p>Study of the relevant parts of EASA Part-FCL, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ARA, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ORA, the related AMCs and GM</p> <p>Study of the EASA Flight Examiners' Manual</p> <p>Study of the CAA Flight Examiners' Handbook</p> <p>Study of CAA Standards Document 14</p> <p>Part OPS/AOC Manual for OPC privileges</p>

Course Syllabus	<p>Theoretical and practical training is to cover the following (as applicable to the privileges being sought):</p> <ul style="list-style-type: none"> • Knowledge and understanding of EASA Part-FCL requirements; specifically, the cover regulation, Subparts A, H, I, K and associated AMC and GM plus Appendix 9 • Content, conduct and assessment criteria for type rating skill tests and proficiency checks including full, partial and incomplete checks • Content, conduct and assessment criteria for the revalidation or renewal of single pilot instrument ratings including full, partial and incomplete checks • General examining principles • Fundamentals of Human Performance, TEM and CRM limitations relevant to flight examination • Fundamentals of evaluation relevant to applicant's performance • Reporting and documentation • Protection of personal data • Liability • Accident insurance <p>An expanded syllabus is shown at Appendix E.</p>
Examiner Assessment of Competence	<p>Course providers are required to recommend the applicant's suitability for assessment.</p> <p>Pass an examiner AoC with an inspector from the authority or SE nominated for the purpose. For TRE without IR revalidation and renewal privileges, this will normally be an observed or dummy ST or PC conducted day, VFR. For TRE/IRR an examiner may act as the dummy applicant for a ST or PC combined with the revalidation or renewal of an IR. A second examiner may observe the conduct of the flight from the rear seat. The applicant examiner is to brief, manage, debrief, assess and administer the test as his final assessment.</p> <p>The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a requirement for further training.</p>
Wider Authorisations	<p>Where OPC privileges are sought the AoC will be as above for the initial issue of TRE privileges followed by an observed OPC in accordance with Part D of the specific company Operations Manual.</p> <p>Examiner authorisation certificates are issued for use on specified types/classes of aircraft. Examiners may subsequently apply to vary the authorisation to examine on those types/classes on which they are qualified to instruct, providing they fulfil the experience requirements of Part-FCL Subparts J and K and any further standardisation as required.</p> <p>Where the following examiner privileges were not tested as part of an initial examiner authorisation, or are not held within another examiner authorisation, in general terms:</p> <p>To add examiner privileges in a ME helicopter</p> <ul style="list-style-type: none"> • Hold a TRI certificate for the type; • Demonstrate to the authority relevant instructional experience on the type or; • Pass an examiner AoC with an inspector from the authority or SE nominated by the authority.; • Application to Flight Operations for variation to the examiner certificate. <p>To add SE privileges (to an authorisation issued solely for ME purposes):</p> <ul style="list-style-type: none"> • A valid instructor certificate for SEH; • Pass an examiner AoC with an inspector from the authority or SE nominated by the authority, comprising the relevant parts of the test/check schedule for engine failure procedures; • Application to SSC for variation to the examiner certificate. <p>Details of the specific requirements to be met to vary the authorisation should be obtained from Flight Operations prior to training/testing.</p>
Ongoing Standardisation	<p>Examiners are required to comply with appropriate examiner standardisation requirements of FCL.1025 and the associated GM and AMC. These requirements will be addressed through examiner refresher courses and the provision of guidance material including the FEH, standards documents and other information notified through SkyWise.</p> <p>The CAA reserves the right to sample the activities of examiners at any time. Specifically, approximately 6 months after the initial certification of an examiner, the CAA may allocate an inspector or SE to observe that examiner conducting a skill test or proficiency check. This sampling activity may include observing any pre-flight briefings, the conduct of the flight and any post-flight debriefings. In aircraft with only two seats, the sampling will be restricted to briefings and debriefings.</p>
Revalidation of an examiner certificate	<p>The holder of the examiner certificate must:</p> <ul style="list-style-type: none"> • Conduct 2 skill tests, proficiency checks or assessments of competence per year of the validity of the certificate; • Attend an examiner refresher course during the last year of the validity period; • Have one of the tests or checks completed during the last year of the validity period assessed by

	<p>an inspector from the authority or a SE authorised for the purpose;</p> <ul style="list-style-type: none"> Continue to comply with current standardisation arrangements.
Renewal	<p>If the certificate has expired, examiners seeking to renew examining privileges shall:</p> <ul style="list-style-type: none"> Attend an examiner refresher course, and; Demonstrate their competence to an inspector from the authority or a SE nominated by the authority through the conduct of a skill test or proficiency check or assessment of competence in the examining role for which the renewal of privileges are sought. Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Administration	See paragraphs 2.9 and 2.10
Note	One day is assumed to be 7 hours of productive theoretical instruction and practical training. With appropriate breaks for lunch and refreshment this equates to an 8 hour working day.

3.5 Flight Instructor Examiner (FIE)

Privileges associated with the examiner certificate	<p>Conduct assessments of competence for the issue, revalidation or renewal of certificates for:</p> <ul style="list-style-type: none"> Flight Instructor (FI) Class Rating Instructor (CRI) Instrument Rating Instructor (IRI) Type Rating Instructor (TRI) on single pilot HP aeroplanes or helicopters <p>And assessments of competence to vary the privileges of the FI certificate to include:</p> <ul style="list-style-type: none"> Instructional privileges for single-pilot multi-engine aeroplane class or type ratings Instructional privileges for single-pilot multi-engine helicopter type ratings Instructional privileges for the IR Instructional privileges for an FI, IRI, TRI(H) or CRI certificate
Prerequisites	<ul style="list-style-type: none"> Hold the relevant instructor certificate, as applicable to the authorisation sought For FIE (A) have completed 2000 hours flight time as pilot of aeroplanes or TMG For FIE (H) have completed 2000 hours flight time as pilot of helicopters Have at least 100 hours of flight time instructing applicants for an instructor certificate
Course Details	<p>FIE training courses are conducted by the CAA or approved course providers.</p> <p>The minimum course duration specified in AMC 1 to FCL.1015 for the FIE is one day, including at least 2 test or check profiles (assessments of competence) in the role of examiner. Training providers are required to train the applicant examiner to competency in all roles associated with the privileges of the examiner certificate and shall ensure that all required theoretical and practical training has been completed. To that end, the minimum course duration specified in AMC 1 to FCL.1015 may be impracticable. Course lengths reflect the time required for one applicant to complete all practical training elements including observing the tutor demonstrating and the applicant practising the role of examiner. Where two or more applicants attend a course, the duration should be increased accordingly so that each applicant practises the role of examiner (see Note)</p>
Pre-course preparation	<p>Study of the relevant parts of EASA Part-FCL, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ARA, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ORA, the related AMCs and GM</p> <p>Study of the EASA Flight Examiners' Manual</p> <p>Study of the CAA Flight Examiners' Handbook</p> <p>Study of CAA Standards Document 10 (A or H as applicable)</p>
Course Syllabus	<p>Theoretical and practical training is to cover the following (as applicable to the privileges being sought):</p> <ul style="list-style-type: none"> Knowledge and understanding of EASA Part-FCL requirements; specifically, the cover regulation, Subparts A, J and K and the associated AMC and GM Content, conduct and assessment criteria for the assessment of competence for instructor certificates (AMC FCL.935) including full, partial and incomplete checks General examining principles Fundamentals of Human Performance and limitations relevant to flight examination

	<ul style="list-style-type: none"> • Fundamentals of evaluation relevant to applicant's performance • Reporting and documentation • Protection of personal data • Liability • Accident insurance <p>An expanded syllabus is shown at Appendix F</p>
Examiner Assessment of Competence	<p>Course providers are required to recommend the applicant's suitability for assessment.</p> <p>Pass an examiner assessment of competence (AoC). This will be conducted by an inspector from the authority or SE specifically nominated for the purpose, in the class or type of aeroplane or helicopter and in the specific role (or roles) for which authorisation is sought.</p> <p>The examiner AoC will include all aspects of the assessment of instructor competence in accordance with AMC FCL.935 and CAA Standards Document 10.</p> <p>The AoC shall be normally conducted as a "dummy" test with the inspector/ SE playing the role of an applicant for an instructor certificate. In exceptional circumstances, the AoC may be conducted as a "live" event in which case the AoC shall be in an aircraft having at least four seats with the applicant for the instructor certificate occupying the normal instructor's position and the examiner seeking authorisation as FIE in the student pilot's seat. The inspector or SE will occupy a rear/jump seat in the aircraft. The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a requirement for further training.</p>
Wider Authorisations	<p>Examiner's authorisation certificates are issued for use on specified types/classes of aircraft and for particular roles. Examiners may apply for their examiner certificate to be varied to include other types/classes or roles for which they subsequently become qualified to instruct. Variation may require additional standardisation training and an assessment of competence.</p>
Ongoing Standardisation	<p>Examiners are required to comply with appropriate examiner standardisation requirements of FCL.1025 and the associated GM and AMC. These requirements will be addressed through examiner refresher courses and the provision of guidance material including the FEH, standards documents and other information notified through SkyWise.</p> <p>The CAA reserves the right to sample the activities of examiners at any time. Specifically, approximately 6 months after the initial certification of an examiner, the CAA may allocate an inspector or SE to observe that examiner conducting a skill test or proficiency check. This sampling activity may include observing any pre-flight briefings, the conduct of the flight and any post-flight debriefings. In aircraft with only two seats, the sampling will be restricted to briefings and debriefings.</p>
<ul style="list-style-type: none"> • Revalidation of an examiner certificate 	<p>The holder of an examiner certificate must:</p> <ul style="list-style-type: none"> • Conduct at least two assessments of competence for the issue, revalidation or renewal of an instructor certificate every year • One of the assessments of competence for an instructor certificate shall be observed by an inspector from the authority or by a SE specifically authorised for the purpose. Where this is not possible, the FIE will be required to conduct a 'dummy' test with the inspector/SE acting as an applicant • Attend an examiner standardisation refresher course (see standardisation above) provided by the CAA during the last year of the validity period • Comply with current standardisation arrangements
Renewal	<p>If the certificate has expired, examiners seeking to renew examining privileges shall:</p> <ul style="list-style-type: none"> • Attend an examiner refresher course, and; • Demonstrate their competence to an inspector from the authority or a SE nominated by the authority through the conduct of a skill test or proficiency check or assessment of competence in the examining role for which the renewal of privileges are sought. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Administration	See paragraphs 2.9 and 2.10
Notes	One day is assumed to be 7 hours of productive theoretical instruction and practical training. With appropriate breaks for lunch and refreshment this equates to an 8 hour working day.

3.6 Instrument Rating Examiner (IRE)

Privileges associated with the examiner certificate	<ul style="list-style-type: none"> • Conduct skill tests for the issue and proficiency checks for the revalidation or renewal of Instrument Ratings and EIRs.
Prerequisites	<ul style="list-style-type: none"> • For Aeroplanes: Hold an IRI(A) and have completed

	<ul style="list-style-type: none"> • 2000 hours of flight time as pilot of aeroplanes; and • 450 hours of flight time under IFR, of which 250 hours shall be as an instructor • For Helicopters: Hold an IRI(H) and have completed <ul style="list-style-type: none"> • 2000 hours flight time as pilot on helicopters; and • 300 hours of instrument flight time on helicopters, of which 200 hours shall be as an instructor.
Course Details	<p>Training courses shall be conducted by course providers approved for the purpose.</p> <p>The minimum course duration specified in AMC 1 to FCL.1015 for the IRE is three days. Practical instruction should include the conduct of at least 4 instrument check profiles. Where an applicant holds a valid examiner certificate with privileges for the revalidation and renewal of an IR, this may be reduced to 2 instrument check profiles including at least one full IR skill test schedule and one incomplete and/or partial.</p> <p>Training providers are required to train the applicant examiner to competency in all roles associated with the privileges of the examiner certificate and shall ensure that all required theoretical and practical training has been completed. To that end, the minimum course duration specified in AMC 1 to FCL.1015 may be impracticable. Course lengths reflect the time required for one applicant to complete all practical training elements including observing the tutor demonstrating and the applicant practising the role of examiner. Where two or more applicants attend a course, the duration should be increased accordingly so that each applicant practises the role of examiner (see Note)</p>
Pre-course preparation	<p>Study of the relevant parts of EASA Part-FCL, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ARA, the related AMCs and GM</p> <p>Study of the relevant parts of EASA Part-ORA, the related AMCs and GM</p> <p>Study of the EASA Flight Examiners' Manual</p> <p>Study of the CAA Flight Examiners' Handbook</p> <p>Study of CAA Standards Documents 1 and 14</p>
Course Syllabus	<p>Theoretical and practical training is to cover the following (as applicable to the privileges being sought):</p> <ul style="list-style-type: none"> • Knowledge and understanding of EASA Part-FCL requirements; specifically the cover regulation, Subparts A and G and associated AMC and GM, plus Appendices 7, 8 and 9 • Content, conduct and assessment criteria for instrument rating and EIR skill tests and proficiency checks including full, partial and incomplete checks • General examining principles • Fundamentals of Human Performance, limitations, CRM and TEM relevant to flight examination • Fundamentals of evaluation relevant to applicant's performance • Reporting and documentation • Protection of personal data • Liability • Accident insurance <p>An expanded syllabus is shown at Appendix G.</p>
Examiner Assessment of Competence	<p>Course providers are required to recommend the applicant's suitability for assessment.</p> <p>Pass an AoC with an inspector from the authority or SE nominated for the purpose. This will normally be a dummy IR skill test. The inspector or SE will act as the dummy applicant for an IR Skill Test. The applicant examiner is to brief, manage, debrief assess and administrate the test as his final assessment.</p> <p>The AoC must be conducted within 6 months of the completion of training. Failure to complete the AoC successfully may result in a requirement for further training.</p>
Wider Authorisations	<p>Where the following examiner privileges were not tested as part of an initial examiner authorisation, or are not held within another examiner authorisation, in general terms:</p> <p>To add examiner privileges in ME aeroplanes:</p> <ul style="list-style-type: none"> • Hold an instructor certificate for ME aeroplanes; • Demonstrate to the authority relevant instructional experience on the class or type or, in exceptional circumstances, an equivalent type; • Receive standardisation training from an approved course provider on the conduct of testing one engine inoperative procedures; • Pass an AoC with an inspector from the authority or SE nominated by the authority, comprising the relevant parts of the test/check schedule for one engine inoperative procedures; • Apply to the CAA for variation to the examiner certificate. <p>Details of the specific requirements to be met to vary the authorisation should be obtained from Flight Operations prior to training/testing.</p>
Ongoing Standardisation	<p>Examiners are required to comply with appropriate examiner standardisation requirements of FCL.1025 and the associated GM and AMC. These requirements will be addressed through</p>

	<p>examiner refresher courses and the provision of guidance material including the FEH, standards documents and other information notified through SkyWise.</p> <p>The CAA reserves the right to sample the activities of examiners at any time. Specifically, approximately 6 months after the initial certification of an examiner, the CAA may allocate an inspector or SE to observe that examiner conducting a skill test or proficiency check. This sampling activity may include observing any pre-flight briefings, the conduct of the flight and any post-flight debriefings. In aircraft with only two seats, the sampling will be restricted to briefings and debriefings.</p>
Revalidation of an examiner certificate	<p>The holder of the examiner certificate must:</p> <ul style="list-style-type: none"> • Conduct 2 skill test, proficiency checks or assessments of competence per year of the validity of the certificate; • Attend an examiner refresher course during the last year of the validity period; • Have one of the tests or checks completed during the last year of the validity period assessed by an inspector from the authority or a SE authorised for the purpose; • Continue to comply with current standardisation arrangements.
Renewal	<p>If the certificate has expired, examiners seeking to renew examining privileges shall:</p> <ul style="list-style-type: none"> • Attend an examiner refresher course, and; • Demonstrate their competence to an inspector from the authority or a SE nominated by the authority through the conduct of a skill test or proficiency check or assessment of competence in the examining role for which the renewal of privileges are sought. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Administration	See paragraphs 2.9 and 2.10
Notes	One day is assumed to be 7 hours of productive theoretical instruction and practical training. With appropriate breaks for lunch and refreshment this equates to an 8 hour working day.

Appendix A - Examiner Core Knowledge

Examiner training courses should comprise a course in core knowledge requirements and additional theoretical and practical training as appropriate for the specific role. An applicant for an examiner standardisation course who holds a valid examiner certificate for another role need not repeat the course of examiner core knowledge in full. The training provider may indicate a course of self study and training as required in order to refresh core knowledge.

The core course must equip the examiner with a sound understanding of the regulatory requirements for flight crew licensing (including any national requirements), the role of the examiner and fundamentals of evaluating pilot performance. The core course must be administered by an approved training organisation and may either be delivered in total at the ATO or as a combined self-study package followed by further tuition at the ATO. For self-study, the ATO shall provide the applicant examiner with sufficient material, documents and study guides. Upon completion of the core course, an assessment of the applicant examiner's knowledge and understanding should be made by means of an open book written test. It is important that the applicant examiner has acquired the prerequisite knowledge and understanding of the relevant parts of the EASA Basic and Aircrew Regulations and National Requirements before continuing with the role specific and practical aspects of the course.

As a minimum, core course study material should comprise:

- [EASA Part-FCL, Part-ORA, Part-ARA and associated GM and AMC, plus EU requirements for Air-OPS/Part-CAT/Part-NCC/Part-NCO \(where applicable\)](#). The course provider will indicate which parts of the EASA Aircrew Regulation and Air Operations Regulation are applicable for the specific examiner standardisation and training course and will either provide copies of the relevant regulations or links to the relevant websites.
- [The CAA Flight Examiners Handbook](#)
Once an applicant has received approval to undertake a course of examiner standardisation training an electronic copy of the FEH should be downloaded from the CAA website. The FEH contains guidance on all examiner functions and includes example briefings for various tests and checks. There is also detailed information on how to administer the various test forms and the ratings pages of an applicant's licence.
- [The EASA Flight Examiner's Manual \[not yet published\]](#)
The EASA FEM gives practical guidance on the criteria to be considered by the examiner (technical, non-technical and procedural skills) when assessing each item of the Part-FCL test/check/AoC schedule. At the time of drafting this Standards Document the EASA FEM was subject to consultation and development – see NPA 2014/29.
- [CAA Standards Documents and CAP 804](#)
The course provider will indicate which CAA Standards Documents are relevant for the course; these should be downloaded from the CAA website www.caa.co.uk. CAP 804 is for reference only (contains information on QMP and National Regulations).

The table below is an example core course syllabus; it represents the minimum content for an examiner standardisation core course. The table may be copied by training providers for use as a training record.

Date		Syllabus of Core Knowledge Requirements for Examiner Certification	Comment and Signature
	1.	Health and Safety Brief Course study materials Course pre-requisites & candidate documentation validation Part FCL 1015 Course requirements & course program Pre-course study revision: <ul style="list-style-type: none"> • The EASA Aircrew Regulation as amended • Part FCL Legal basis/Scope/Format (Articles, Annexes, Appendices, AMC, GM) • Part-FCL Subparts A to K • Part-FCL Appendices 1-9 • AMC and GM to Part-FCL • Air Ops Annex VII part NCO • SERA • CAP 804 Reference Document as appropriate 	
	2	Examiner Certificates, Privileges & Conditions Part-FCL Subpart K <ul style="list-style-type: none"> • Part FCL 1000 Examiner Certificates • Part FCL 1005 Vested Interest Limitations • Part FCL 1015 Examiner Standardisation • Part FCL 1020 Examiner AoC • Part FCL 1025 Validity/Revalidation/Renewal FEH <ul style="list-style-type: none"> • Section 1 Examiner Requirements and Certification 	
	3	CAA National Requirements/Part NCO/SERA ANO <ul style="list-style-type: none"> • Part 1 & Schedule 1 Definitions • Part 4 & Schedule 3 Airworthiness/Permit to Fly • Part 5 & Schedule 5 Operational Requirements • Part 6 & Schedule 8 National Licencing • Part 9 & Schedule 10 Documents Part NCO <ul style="list-style-type: none"> • Subpart A PIC Responsibilities • Subpart A Documents • Subpart B Use of Aerodromes/Airfields • Subpart D Instruments Data Equipment SERA 5005 & 5015/ ORS 4 Exemptions <ul style="list-style-type: none"> • Low Flying Rules/ PFLs/Approaches /Manoeuvring 	
	4	Examiner Standardisation Part FCL AMC 2 FCL 1015 <ul style="list-style-type: none"> • Limitations • Purpose of Test/Check • Conduct of Test/Check • Examiner Preparation • Examiner Approach • Assessment System • Method and Contents of Test/Check FEH <ul style="list-style-type: none"> • Section 2 Flight Test Miscellaneous • Section 3 Flight Testing & Assessment • Section 4 Test Conduct CAA Standards Documents (as appropriate)	

		<p>Examiner Common Errors including:</p> <ul style="list-style-type: none"> • Instructing vs examining • Poor terminology used by examiners • Inefficient use of time/airspace (wasting time) • Poor use of not scenario-based testing • Emergency/abnormal procedures not scenario based and not allowing completion of drills • Inclusion of non-test items in tests • Not assessing flight planning • Not assessing HF/CRM/TEM • Inappropriate use of second attempt/repeat manoeuvre 	
	5	<p>Assessment and Debriefing Part FCL AMC2 FCL 1010</p> <ul style="list-style-type: none"> • Pass/Fail Criteria • Maintenance of Flight Log <p>FEH Section 3 Flight Testing and Assessments</p> <ul style="list-style-type: none"> • Use of Flight Parameters • Repeat Manoeuvre/Second attempt <p>Standards Documents (as applicable)</p> <ul style="list-style-type: none"> • Test criteria <p>Fundamentals of Assessment Errors including:</p> <ul style="list-style-type: none"> • Personal bias • Central tendency • Generosity • Severity • Halo effect • Logical error • Narrow criterion • Delayed assessment • Standards error <p>Use of Facilitation in Debriefs</p>	
	6	<p>Threat and Error Management /Testing Emergency and Abnormal Procedures Threat and Error Management (TEM)</p> <ul style="list-style-type: none"> • Threats • Errors • Undesired Aircraft State • Integrating/assessing TEM in flight tests. <p>Testing Emergency and Abnormal Procedures</p> <ul style="list-style-type: none"> • Briefings • Touch drills • Adherence to procedures • Situational awareness <p>Safety Tips/Hazards including:</p> <ul style="list-style-type: none"> • Simulated engine off landings • ME OEI operation • Crew operation/deselection of aircraft systems • Cockpit gradient • Disengagement of audio warnings • Upset/unusual attitude testing • Resetting aircraft systems • Glass cockpit/new technology aircraft. 	
	7	<p>Flight Test Documentation and Administration Flight Test Booking</p> <ul style="list-style-type: none"> • UK Designation of Examiner • EASA Designation of Examiner Document • Part FCL 1030 Conduct of ST/PC/AoC 	

	<p>Test Documentation</p> <ul style="list-style-type: none">• Recommendation for test• Candidates documentation• SRG test forms completion and distribution <p>Test /CAA Fees</p> <p>Liability</p> <ul style="list-style-type: none">• Insurance• Regulation 6 Appeal• CAA Disciplinary Policy for Examiners• CAA Fitness policy <p>Data Protection</p> <ul style="list-style-type: none">• Retention of documents• General data Protection Regulation <p>Test Fees</p> <p>CAP 793 Use of Unlicensed Airfields for testing</p> <p>CAA Documents</p> <ul style="list-style-type: none">• CAP 1585 Examiner Data Base• Skywise notifications• Official Record Series• AIP/AIC	
--	--	--

Appendix B - FE (LAPL) & FE (PPL) Standardisation Training Course Syllabus

The table below comprises the role specific syllabus for FE (LAPL) and FE (PPL) following successful completion of the core course. It may be copied and used as a training record by course providers.

Date	Syllabus of training for the Flight Examiner (LAPL & PPL)	Comment and Signature
1	Introduction and plan for the course	
2	Review of Core course Demonstration of knowledge and understanding of EASA Part-FCL, ORA and ARA, including associated AMC, GM and Appendices specific to LAPL and PPL	
3	Flight test documentation and administration (practical training) <ul style="list-style-type: none"> • Designation of examiner process as applicable • Flight Crew Licence (checking and making entries) • Pilot logbook – checking against syllabus and recording of flight time • Medical certificate • Identification • Course completion certificate and recommendation for test • LAPL and PPL skill test report forms • IMC rating/IR(Restricted) application and report forms if applicable • EIR application and report forms (for revalidation/renewal) as applicable • Class and type rating test/check report forms and examiner's record • Notification of Failure form • Second and subsequent series failure report form • Aircraft documents and certificates, servicing, maintenance and insurance. 	
4a	LAPL and PPL Skill Test <ul style="list-style-type: none"> • Purpose of test • Skill Test schedule and format • Skill Test tolerances • Skill Test standard • Planning for test • Profile and route selection • Oral examination 	
4b	IMC rating/IR (restricted) skill test and proficiency check if applicable EIR proficiency check if applicable <ul style="list-style-type: none"> • Test/check schedule and format • Test/check tolerances • Test/check standard • Planning • Profile and route selection • Assessment and administration • Oral examination 	
5	Conduct of class and type rating ST and PC <ul style="list-style-type: none"> • Revalidation and renewal requirements • Test/check schedules • Oral examination 	

		<ul style="list-style-type: none"> Administration of forms, licence and logbook 	
	6	<p>Arrangements for the conduct of skill tests and proficiency checks</p> <ul style="list-style-type: none"> Booking and arranging tests and checks Approval of Aircraft Use of aerodromes (licensed and unlicensed) Off aerodrome facilities (e.g. helicopter landing sites) Planning and briefing facilities Test fees – payment Delays, rescheduling, re-booking 	
	7	Conduct of non EASA tests and checks	
	8	<p>Examiner briefing format and techniques (practical training)</p> <ul style="list-style-type: none"> Initial briefing Applicant planning Main briefing Review 	
	9	<p>Practical Conduct of Flight Test</p> <p>(Note: the conduct of 2 skill tests, proficiency checks or assessments of competences for the licences, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks is required. The first flight should be a demonstration by the tutor with the student as the candidate and the second flight with roles reversed).</p>	
	10	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> Assessing performance against requirements Identifying, assessing and debriefing CRM and TEM Giving the result Debriefing techniques, technical errors, non-technical errors, facilitation Failure of skill test and proficiency checks - privileges affected, appeals procedure Re-test requirements Re-training (recommended or mandatory) Completion of test report form and licence / log book entries Statistical records 	
	11	Final comment and recommendation for assessment of competence.	

Appendix C - FE (CPL) Standardisation Training Course Syllabus

The table below comprises the role specific syllabus for FE (CPL) following successful completion of the core course. It may be copied and used as a training record by course providers.

Date	Syllabus of training for the Flight Examiner (CPL)	Signature and comment
	1 Introduction and plan for the course	
	2 Review of Core course Demonstration of knowledge and understanding of EASA Part-FCL,ORA and ARA, including associated AMC, GM and Appendices specific to CPL, PPL and LAPL Demonstration of knowledge and understanding of Air Ops, specifically for single-pilot commercial operations	
	3 Flight test documentation and administration (practical training) <ul style="list-style-type: none"> • Flight crew licence – checking and making entries • Pilot logbook – checking against syllabus and recording of flight time • Medical certificate • Identification • Course completion certificate & recommendation for test • LAPL, PPL and CPL skill test report forms • Class and type rating test/check report forms and examiner's record • Notification of Failure Form • Second and subsequent series failure report form • Aircraft documents and certificates, servicing, maintenance, insurance and approval for use on test 	
	4 For each of the following: LAPL, PPL and CPL Skill Test <ul style="list-style-type: none"> • Purpose of test • Skill Test schedule and format • Skill Test tolerances • Skill Test standard • Planning for test • Profile and route selection • Oral examination 	
	5 Conduct of class and type rating ST and PC <ul style="list-style-type: none"> • Revalidation and renewal requirements • Test/check schedules • Oral examination • Administration of forms, licence and logbook 	
	6 Conduct of non-EASA tests and checks	
	7 Arrangements for the conduct of skill tests and proficiency checks <ul style="list-style-type: none"> • Booking and arranging tests and checks • Approval of Aircraft • Use of aerodromes (licensed and unlicensed) • Off aerodrome facilities (e.g. helicopter landing sites) • Planning and briefing facilities • Test fees • Delays, rescheduling, re-booking 	

	8	<p>Examiner briefing format and techniques (practical training)</p> <ul style="list-style-type: none"> • Initial briefing • Applicant planning • Main briefing • Review 	
	9	<p>Conduct of Flight Exercises (practical training)</p> <ul style="list-style-type: none"> • Examiner conduct (acting as passenger, keeping notes, directing the sequence of events, intervention, briefing, lookout etc) • Handling of simulated emergencies and abnormal procedures (scenario, realism, safety) • Termination of flight test • Repeat manoeuvres • Partial, incomplete and incomplete partial tests • Use of GPS, autopilot, flight director etc where fitted • Tests/checks in technically advanced aircraft (SLPC, integrated instrument/avionic (glass panel) displays, TIS, TCAS, TAWS etc). 	
	10	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> • Assessing performance against requirements • Identifying, assessing and debriefing CRM and TEM • Giving the result • Debriefing techniques, technical errors, non-technical errors, facilitation • Failure of skill test and proficiency checks - privileges affected, appeals procedure • Re-test requirements • Re-training (recommended or mandatory) • Completion of test report form and licence / log book entries • Statistical records 	
	11	<p>Equipment required and standard of aircraft for use on CPL Skill Tests.</p>	
	12	<p>Final comment and recommendation for assessment of competence.</p>	

Appendix D - CRE Standardisation Training Course Syllabus

The table below comprises the role specific syllabus for CRE following successful completion of the core course. It may be copied and used by course providers as a training record.

Date	Syllabus of training for the CRE (A)	Signature
	1 Introduction and plan for the course	
	2 Review of Core course Demonstration of knowledge and understanding of EASA Part-FCL, ORA and ARA, including associated AMC, GM and Appendices specific for class, type and instrument ratings (if applicable). And, for applicant examiners seeking privileges to conduct OPC: Demonstration of knowledge and understanding of AIR OPs and the associated AMC, GM and Temporary Guidance Leaflets, plus the company operations manual, specifically Parts B & D.	
	3 Flight test documentation and administration (practical training) <ul style="list-style-type: none"> • Flight crew licence – checking and making entries • Pilot logbook – checking and recording of flight time • Medical certificate • Identification • For issue of class/type ratings – course completion certificate and recommendation for test • For renewal of lapsed ratings - course completion certificate • Class and type rating test/check report forms and examiner's record • Notification of Failure Form • Aircraft documents and certificates, servicing, maintenance and insurance. 	
	4 Arrangements for the conduct of skill tests and proficiency checks <ul style="list-style-type: none"> • Booking and arranging tests and checks • Use of Aeroplanes (equipment, CAA approval etc) • Use of aerodromes (licensed and unlicensed) • Planning and briefing facilities • Test fees • Delays, rescheduling, re-booking 	
	5 Purpose of test <ul style="list-style-type: none"> • Initial class or type rating • Revalidation or renewal of a class or type rating • Revalidation by experience • Revalidation and renewal of an IR and EIR (if applicable) • Combined class/type and instrument rating (if applicable) • Cross-crediting the IR • IR(restricted)/IMC rating And for each of the above: <ul style="list-style-type: none"> • Schedule and format (sections and items to include) • Profile (order of events) and selection of route • Oral examination 	
	6 Examiner briefing format and techniques (practical training) <ul style="list-style-type: none"> • Initial briefing • Applicant planning • Main briefing • Review 	

7	<p>Conduct of Flight Exercises (practical training)</p> <ul style="list-style-type: none"> • Examiner conduct (acting as passenger, keeping notes, directing the sequence of events, intervention, briefing, lookout etc) • Handling of simulated emergencies and abnormal procedures (scenario, realism, safety) • Termination of flight test • Repeat manoeuvres • Partial, Incomplete and incomplete partial tests • Conventional ('green needle') navigation and instrument approach procedures • PBN, Use of GPS, autopilot, flight director etc where fitted • Tests/checks in technically advanced aircraft (SLPC, integrated instrument/avionic (EFIS) displays, TIS, TCAS, TAWS etc). 	
8	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> • Assessing performance against requirements • Identifying, assessing and debriefing CRM and TEM • Giving the result • Debriefing techniques, technical errors, non-technical errors, facilitation • Failure of skill test and proficiency checks - privileges affected, appeals procedure • Re-test requirements • Re-training (recommended or mandatory) • Completion of test report form and licence / log book entries • Statistical records 	
9	<p>Conduct of non-EASA tests and checks</p>	
10	<p>OPC requirements (examiners seeking OPC privileges only)</p> <ul style="list-style-type: none"> • Part-CAT • Company Ops Manual • CRM training – assessment of non-technical skills and facilitation debriefing techniques 	
11	<p>Conduct of tests and checks in FNPTII or Flight Simulators</p> <ul style="list-style-type: none"> • What is permitted • Role of the examiner • Generating and maintaining a sense of realism 	
12	<p>Final comment and recommendation for assessment of competence</p>	

Appendix E - TRE (H) Standardisation Training Course Syllabus

The table below comprises the role specific syllabus for TRE (H) following successful completion of the core course. It may be copied and used as a training record by course providers.

Date	Syllabus of training for the TRE (H)	Signature
	1 Introduction and plan for the course	
	2 Review of Core course Demonstration of knowledge and understanding of EASA Part-FCL, the Aircrew Regulation, including associated AMC, GM and Appendices specific to helicopter type ratings and instrument ratings if applicable. And, for applicant examiners seeking privileges to conduct OPC: Demonstration of knowledge and understanding of Air OPS and the associated AMC, GM and Temporary Guidance Leaflets, plus the company operations manual, specifically Part D.	
	3 Flight test documentation and administration (practical training) <ul style="list-style-type: none"> • Flight crew licence – checking and making entries • Pilot logbook – checking and recording of flight time • Medical certificate • Identification • For the issue of type ratings – course completion certificate and recommendation for test • For renewal of lapsed ratings - approved course completion certificate • Type rating test/check report forms and examiner's record • Notification of Failure Form • Aircraft documents and certificates, servicing, maintenance and insurance. 	
	4 Arrangements for the conduct of skill tests and proficiency checks <ul style="list-style-type: none"> • Booking and arranging tests and checks • Use of helicopter (equipment, documents, maintenance, servicing, insurance, CAA approval etc) • Use of aerodromes (licensed and unlicensed) and off airfield sites • Planning and briefing facilities • Test fees • Delays, rescheduling, re-booking 	
	5 Purpose of test <ul style="list-style-type: none"> • Initial type rating • Revalidation or renewal of a type or instrument rating • Type rating only (VFR) • Instrument rating only (Section 5 of the PC schedule) • Combined type and instrument rating • Cross-crediting sections of PC schedule And for each of the above: <ul style="list-style-type: none"> • Schedule and format (sections and items to include) • Profile (order of events) and selection of route • Oral examination 	
	6 Examiner briefing format and techniques (practical training) <ul style="list-style-type: none"> • Initial briefing • Applicant planning 	

		<ul style="list-style-type: none"> • Main briefing • Review 	
	7	<p>Conduct of Flight Exercises (practical training)</p> <ul style="list-style-type: none"> • Examiner conduct (acting as passenger, keeping notes, directing the sequence of events, intervention, briefing, lookout etc) • Handling of simulated emergencies and abnormal procedures (scenario, realism, safety) • Termination of flight test • Repeat manoeuvres • Incomplete tests • Use of GPS, autopilot, flight director etc where fitted • PBN • Tests/checks in technically advanced aircraft (integrated instrument/avionic (glass panel) displays, TIS, TCAS, TAWS etc) 	
	8	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> • Assessing performance against requirements • Debriefing techniques, technical errors, non-technical errors, facilitation (demonstration and practise) • Failure of skill test and proficiency checks - privileges affected, appeals procedure • Re-test requirements • Re-training (recommended or mandatory) • Completion of test report form and licence / log book entries • Statistical records 	
	9	<p>Conduct of non-EASA tests and checks</p>	
	10	<p>OPC requirements (examiners seeking OPC privileges only)</p> <ul style="list-style-type: none"> • Air-OPS • Company Ops Manual • CRMI training – assessment of non-technical skills and facilitation debriefing techniques 	
	11	<p>Conduct of tests and checks in FNPTII or Flight Simulators</p> <ul style="list-style-type: none"> • What is permitted • Role of the examiner • Generating and maintaining a sense of realism 	
	12	<p>Final comment and recommendation for assessment of competence</p>	

Appendix F - FIE Standardisation Training Course Syllabus

The table below comprises the role specific syllabus for FIE following successful completion of the core course. It may be copied and used as a training record by course providers.

Date	Syllabus of training for the Flight Instructor Examiner	Signature and comment
1	Introduction and plan for the course	
2	Review of core course Demonstration of knowledge and understanding of EASA Part-FCL, the Aircrew Regulation including associated AMC, GM and Appendices specific to instructor certificates.	
3	Flight test documentation and administration (practical training) <ul style="list-style-type: none"> • Flight crew licence – checking and making entries • Pilot logbook – checking and recording of flight time • Medical certificate • Identification • Approved course completion certificate and recommendation for test • Instructor certificate test/check report forms and examiner's record • Notification of Failure Form • Aircraft documents and certificates, servicing, maintenance and insurance. 	
4	Arrangements for the conduct of assessments of competence for the issue, revalidation, renewal or variation of instructor certificates <ul style="list-style-type: none"> • Booking and arranging tests and checks • Use of aircraft (equipment, documents, maintenance, servicing, insurance, approval etc) • Use of aerodromes (licensed and unlicensed) • Off aerodrome facilities (e.g. helicopter landing sites) • Planning and briefing facilities • Test fees • Delays, rescheduling, re-booking 	
5	Purpose of test <ul style="list-style-type: none"> • Initial FI certificate • Initial CRI, TRI or IRI certificate • Revalidation, renewal or variation of instructional privileges And for each of the above: <ul style="list-style-type: none"> • Schedule and format (sections and items to include) • Profile (selection of appropriate exercises to be taught and order of events) • Associated ground briefings and theoretical knowledge oral examination 	
6	As required for FI, CRI, TRI and IRI: Discussion and standardisation of flying exercises for licence, class, type and instrument ratings including: <ul style="list-style-type: none"> • The content and structure of the syllabus • The content and development of lesson plans • Example pre-flight briefings (good and poor examples) • Acceptable variations (e.g. changing the sequence of events) 	

7	<p>The content and conduct of the long briefing and theoretical knowledge oral examination</p> <ul style="list-style-type: none"> • Appropriate subject matter • Expected breadth and depth of knowledge • Question and answer technique 	
8	<p>Examiner briefing format and techniques</p> <ul style="list-style-type: none"> • Introductory brief • Pre-flight briefing • Primary and secondary air exercises • Post flight debrief • Long briefing • Theoretical knowledge oral examination • Final debriefing 	
9	<p>Assessment criteria</p> <ul style="list-style-type: none"> • Instructor competencies • Breadth and depth of knowledge • Ability to impart knowledge in the air and on the ground • Personal flying ability <p>Results</p> <ul style="list-style-type: none"> • Pass, Partial Pass, Fail • Re-test requirements • Re-training 	
10	<p>Flight test documentation and administration</p> <ul style="list-style-type: none"> • Instructor test/check report forms • Licence and logbook entries • Statistical records • Personal data protection • Appeals against conduct of flight tests 	
11	<p>Final comments and recommendation for assessment of competence</p>	

Appendix G - IRE Standardisation Training Course Syllabus

The table below comprises the role specific syllabus for IRE following successful completion of the core course. It may be copied and used as a training record by course providers.

Date		Syllabus of training for the IRE (A)	Signature and Comment
	1	Introduction and plan for the course	
	2	Review of Core course Demonstration of knowledge and understanding specific to instrument ratings. <ul style="list-style-type: none"> • EASA Part-FCL, the Aircrew Regulation, including associated AMC, GM and Appendices (7, 8 & 9) • ORO ARA • UK ANO • ICAO Annex 1 with regard to the IR • Foreign licence (ICAO) IR conversion • Competence based IR • EIR • IR (Restricted/IMC rating) • IFR procedures (PANS-OPS, Part Ops, SERA etc) • Interpretation of NAA (AIP) terminal charts and approach plates and proprietary (Jeppesen/Navtech) plates • PBN 	
	3	Flight test documentation and administration (practical training) <ul style="list-style-type: none"> • Flight crew licence – checking and making entries • Pilot logbook – checking against syllabus and recording of flight time • Medical certificate • Identification • For initial IR - Course completion certificate and recommendation for test • For renewal of lapsed IR – approved course completion certificate • IR test/check report forms (initial IR or revalidation/renewal proficiency check plus examiner's record) • Notification of Failure Form • Aircraft documents and certificates, servicing, maintenance and insurance. 	
	4	Arrangements for the conduct of skill tests and proficiency checks <ul style="list-style-type: none"> • Booking and arranging tests and checks • Use of aircraft (equipment, documents, maintenance, servicing, insurance, foreign registered aircraft approval/permissions etc) • Use of aerodromes (licensed and unlicensed) • Planning and briefing facilities • Test fees • Delays, rescheduling, re-booking 	
	5	Purpose of test <ul style="list-style-type: none"> • Initial IR • CBM IR • EIR 	

	<ul style="list-style-type: none"> • IR (restricted)/IMC rating • Revalidation or renewal of an IR • Instrument rating only, or; • Combined class/type and instrument rating • Cross crediting of the IR <p>And for each of the above:</p> <ul style="list-style-type: none"> • Schedule and format (sections and items to include) • Profile (order of events, selection of route, selection of procedures) • Oral examination 	
6	<p>Examiner briefing format and techniques (practical training)</p> <ul style="list-style-type: none"> • Initial briefing • Applicant planning • Main briefing • Review 	
7	<p>Conduct of Flight Exercises (practical training)</p> <ul style="list-style-type: none"> • Examiner conduct (acting as passenger, keeping notes, directing the sequence of events, intervention, briefing, lookout etc) • Handling of simulated emergencies and abnormal procedures (scenario, realism, safety) • Simulating instrument failure (limited/partial panel) and setting up unusual attitudes • Termination of flight test • Repeat manoeuvres • Partial, incomplete and incomplete partial tests • Conventional (“green needle”) navigation and instrument approach procedures • PBN: Departure, En-route, Arrival and RNAV GNSS Approach procedures .Use of flight director and autopilot for initial, revalidation, renewal • Tests/checks in technically advanced aircraft (SLPC, integrated instrument/avionic (EFIS) displays, TIS, TCAS, TAWS etc). 	
8	<p>Actions after flight (practical training)</p> <ul style="list-style-type: none"> • Assessing performance against requirements • Identifying, assessing and debriefing CRM and TEM • Giving the result • Debriefing techniques, technical errors, non-technical errors, facilitation • Failure of skill test and proficiency checks - privileges affected, appeals procedure • Re-test requirements • Re-training (recommended or mandatory) • Completion of test report form and licence / log book entries • Statistical records 	
9	<p>Conduct of tests and checks in FNPTII or Flight Simulators</p> <ul style="list-style-type: none"> • What is permitted • Role of the examiner • Operating the IOS • Generating and maintaining a sense of realism (Met, NOTAM, pre-flight planning, use of headsets etc) 	

Appendix H – Examiner Refresher Course

The examiner refresher course should follow the content of the examiner standardisation course, included in AMC1 FCL.1015, and take into account specific contents appropriate to the category of examiner affected. The course should be a combination of instruction, lecture, discussion, role play and facilitation.

	Course material
1	<p>Introduction</p> <p>Health & Safety Brief</p> <p>Check of attendee's documentation</p> <p>Course Materials</p> <p>AMC1 FCL 1025 Examiner Course requirement and Course Program</p> <p>Revision of Examiner Certificates, Privileges & Conditions</p> <p>Part-FCL Subpart K</p> <ul style="list-style-type: none"> • Part FCL 1000 Examiner Certificates • Part FCL 1005 Vested Interest Limitations • Part FCL 1015 Examiner Standardisation • Part FCL 1020 Examiner AoC • Part FCL.1025 Validity, revalidation and renewal of examiner certificates <p>FEH</p> <p>Section 1 Examiner Requirements and Certification</p>
2	<p>Revision of current CAA National Requirements/Part NCO/SERA ANO (as appropriate)</p> <ul style="list-style-type: none"> • Part 1 & Schedule 1 Definitions • Part 4 & Schedule 3 Airworthiness/Permit to Fly • Part 5 & Schedule 5 Operational Requirements • Part 6 & Schedule 8 National Licencing • Part 9 & Schedule 10 Documents <p>Part NCO (as appropriate to testing)</p> <ul style="list-style-type: none"> • Subpart A PIC Responsibilities • Subpart A Documents • Subpart B Use of Aerodromes/Airfields • Subpart D Instruments Data Equipment <p>SERA 5005 & 5015/ ORS 4 Exemptions</p> <ul style="list-style-type: none"> • Low Flying Rules/ PFLs/Approaches /Manoeuvring
3	<p>Examiner Standardisation for Conduct of Tests and Common Errors</p> <p>Part FCL AMC 2 FCL 1015</p> <ul style="list-style-type: none"> • Limitations • Purpose of Test/Check • Conduct of Test/Check • Examiner Preparation • Examiner Approach • Assessment System • Method and Contents of Test/Check <p>Examiner Common Errors including:</p> <ul style="list-style-type: none"> • Instructing vs examining • Poor terminology used by examiners • Inefficient use of time/airspace (wasting time) • Poor use of not scenario-based testing • Emergency/abnormal procedures not scenario based and not allowing completion of drills • Inclusion of non-test items in tests • Not assessing flight planning • Not assessing HF/CRM/TEM

	<ul style="list-style-type: none"> Inappropriate use of second attempt/repeat manoeuvre
4	<p>Assessment and Debriefing</p> <p>Part FCL AMC2 FCL 1010</p> <ul style="list-style-type: none"> Pass/Fail Criteria Maintenance of Flight Log <p>FEH Section 3 Flight Testing and Assessments</p> <ul style="list-style-type: none"> Use of Flight Parameters Repeat Manoeuvre/Second attempt <p>Standards Documents (as applicable)</p> <ul style="list-style-type: none"> Test criteria <p>Fundamentals of Assessment Errors including:</p> <ul style="list-style-type: none"> Personal bias Central tendency Generosity Severity Halo effect Logical error Narrow criterion Delayed assessment Standards error <p>Examples/exercise of use of Facilitation in Debriefs</p>
5	<p>Threat and Error Management /Testing Emergency and Abnormal Procedures</p> <p>Threat and Error Management (TEM)</p> <ul style="list-style-type: none"> Threats Errors Undesired Aircraft State Integrating/assessing TEM in flight tests. <p>Testing Emergency and Abnormal Procedures</p> <ul style="list-style-type: none"> Briefings Touch drills Adherence to procedures Situational awareness <p>Safety Tips/Hazards including:</p> <ul style="list-style-type: none"> Simulated engine off landings ME OEI operation Crew operation/deselection of aircraft systems Cockpit gradient Disengagement of audio warnings Upset/unusual attitude testing Resetting aircraft systems <p>Glass cockpit/new technology aircraft.</p>
6	<p>Flight Test Documentation and Administration</p> <p>Flight Test Booking</p> <ul style="list-style-type: none"> UK Designation of Examiner EASA Designation of Examiner Document Part FCL 1030 Conduct of ST/PC/AoC <p>Test Documentation</p> <ul style="list-style-type: none"> Recommendation for test Candidates documentation SRG test forms, completion and distribution <p>Test /CAA Fees</p> <p>Liability</p> <ul style="list-style-type: none"> Insurance Regulation 6 Appeal CAA Disciplinary Policy for Examiners

	<ul style="list-style-type: none">• CAA Fitness policy Data Protection <ul style="list-style-type: none">• Retention of documents• General data Protection Regulation Test Fees CAP 793 Use of Unlicensed Airfields for testing CAA Documents <ul style="list-style-type: none">• CAP 1585 Examiner Data Base• Skywise notifications• Official Record Series AIP/AIC as appropriate
6	Additional elements required by CAA to be included

Appendix I - Notes for the Guidance of the Course Providers for Examiner Standardisation Courses and Examiner Refresher Courses

1 General

- 1.1 Part FCL.1015 Examiner Standardisation, requires that applicants for an examiner certificate shall undertake a standardisation course provided by the competent authority or by an ATO and approved by the competent authority. AMC1 FCL.1015 Examiner Standardisation General states: (a) The competent authority may provide the course itself or through an arrangement with an ATO. **This arrangement should clearly state that the ATO is acting under the management system of the competent authority.**
- 1.2 In order to revalidate or renew an examiner certificate, one of the requirements is for the examiner to attend an Examiner Refresher Course provided by the competent authority or by an ATO and approved by the competent authority. This must be completed during the last year of the validity period the examiner certificate.
- 1.3 This appendix provides guidance to course providers seeking approval to conduct courses of examiner standardisation training, and for the provision of Examiner Refresher Courses under an arrangement with the UK CAA.
- 1.2 Any advice concerning Examiner Standardisation Courses and Examiner Refresher Courses may be obtained from:

ATO & FCL
 Flight Operations
 Safety and Airspace Regulation Group
 Civil Aviation Authority
 Gatwick Airport South
 West Sussex
 RH6 0YR

examiners@caa.co.uk

2 Approval of Courses

- 2.1 The CAA may elect to appoint an ATO to provide training for Examiners certification on its behalf. When the CAA makes use of such provision, this is not to be considered an approval in the normal sense, rather a fully contracted activity for which the CAA retains the responsibility. The course should clearly state that it is being conducted under the management system of the CAA.
- 2.2 Examiner standardisation courses will be subject to an initial charge and ongoing oversight charge in accordance with the current CAA scheme of charges as published.

3 Course Providers

- 3.1 An ATO may apply for approval to conduct examiner standardisation training courses . To hold an approval the course provider must satisfy the CAA that it has appropriately qualified staff, suitable facilities and can deliver an effective and compliant course. For the initial grant of an approval the course provider shall provide a practical demonstration of the course to the satisfaction of an Inspector from the authority

4 Personnel

- 4.1 Examiner Standardisation Courses.
- 4.1.1 Examiner standardisation courses are to be conducted under the supervision and to the satisfaction of the CAA by a SE (or in exceptional circumstances an experienced examiner approved by the CAA), nominated to the authority and identified in the approved course manual. The nominated SE is responsible for the delivery of the course in accordance with

the course approval and approved course manual(s). Any other personnel employed as course tutors must hold valid Part-FCL examiner certificates (FE, CRE, TRE, FIE or IRE) as applicable to the course and should have at least 3 years' experience as an examiner and be approved by the CAA. Additionally, all course tutors must have recent practical experience of conducting the same tests, checks or assessments of competence for which they are training examiners. This is considered to be at least two tests, checks or AoC in that role in the preceding 12 months.

- 4.1.2 Course tutors must be able to deliver effective 'role-playing' demonstrations that simulate the range of pilot performance and competence a trainee examiner is likely to experience once qualified. Course tutors must demonstrate in-depth knowledge of the test and check requirements and schedules, test tolerances, assessment criteria and administrative procedures. In addition, course tutors should have a thorough understanding of the assessment of non-technical skills, CRM, TEM, the use of behavioural marker systems and the effective employment of facilitative debriefing skills.
- 4.1.3 For examiner standardisation training courses conducted in aircraft, course tutors must be qualified to act as pilot in command (PIC) and shall have instructional privileges in the applicable type or class of aircraft used on the course including differences training as appropriate. For courses conducted in full flight simulators (FFS) or flight navigation & procedures trainers (FNPT), the course tutor should be qualified to act as pilot in command and have instructional privileges in the applicable type or class of aircraft represented by the FFS or FNPT. In exceptional circumstances, and with prior approval from the CAA, course tutors may be authorised to conduct examiner training in FFS or FNPT representing types on which they are not qualified, provided they are qualified on a type with broadly similar design, complexity and performance. This is to ensure that tutors remain credible, up to date with the requirements, and are in a position to pass on recent experience of examining in the appropriate category of aircraft.
- 4.2 Examiner Refresher Courses.
- 4.2.1 The examiner refresher course will provide refresher training to examiners that encompasses their knowledge and practical understanding of all elements of the examiner standardisation course syllabus as detailed in AMC1.FCL.1015. It shall also include changes in regulation and policy which have occurred since the delegate examiner completed his or her initial examiner standardisation course or last course and include subjects as promulgated periodically as required by the UK CAA Training Support Regulation Group. The UK CAA will closely monitor provision of this approved activity.
- 4.2.2 Examiner Refresher Courses are to be conducted under the supervision and to the satisfaction of the CAA by a SE (or in exceptional circumstances an experienced examiner approved by the CAA), nominated to the authority and identified in the approved course manual. The nominated examiner is responsible for the delivery of the course in accordance with the course approval and approved course manual(s). Any other personnel employed as course tutors must hold valid Part-FCL examiner certificates (FE, CRE, TRE, FIE or IRE) as applicable to the course and should have at least 3 years' experience as an examiner and be approved by the CAA.
- 4.2.3 Guest speakers may be contracted by the course provider to deliver presentations provided that their experience and qualifications reflect those required to deliver the content of AMC 1 FCL.1015 with knowledge, understanding and authority. Speakers need not be certified examiners and may include, for example, experts in human factors and performance or specialists in aviation insurance and must be approved by the CAA
- 4.2.4 An examiner course will be at least a full day course and examiners shall attend the whole course. To achieve the benefit of the shared feedback and experience of a course the minimum number of candidates shall not be less than four examiners, unless with prior agreement from the CAA for less. Where courses cater for a significant number of delegates, consideration should be given to providing administrative staff to ensure the course runs to schedule and that the delegates' needs are catered for.

- 4.2.5 The course provider shall establish a procedure with the CAA informing the CAA of an individual's attendance at a course which should be sent to examiners@caa.co.uk. The individual should be presented with a Course Completion Certificate.

5 Facilities

- 5.1 The following facilities shall be provided by examiner standardisation course providers and are required to be approved by the CAA for the purpose:

Accommodation and equipment

- A dedicated training room
 - Aircraft and/or synthetic flight training devices
 - Course manuals and handouts
 - Access to regulatory documents
- 5.2 The facilities should include audio-visual equipment to record briefings and debriefings and suitable playback equipment to enable the trainee examiners to view their performance in order to facilitate learning. Other aids to instruction such as a white board, projector or computer plus monitor, must be available. Suitably maintained and equipped aircraft and/or approved flight simulation training devices (FSTD qualified in accordance with CS-FSTD (A)) must be used to provide practical exercises to develop the trainee examiners' flight management, observational and analytical skills. Synthetic flight training devices need not be full flight simulators, but must have the fidelity to enable the course tutor to demonstrate typical handling, technical, non-technical and procedural errors in a realistic fashion. The minimum acceptable FSTD is a Flight Navigation Procedures Trainer (FNPT) II. Documents associated with the requirements for examiners, guidance material and flight documentation must be available for use by the trainee examiners throughout the course.
- 5.3 For refresher courses the provider should ensure that the venue is suitable for the number of expected attendees and complies with Health and Safety requirements. The venue is required to be approved by the CAA and any changes to the venue or use of additional venues require prior approval of the CAA. The venue should have adequate levels of lighting and soundproofing and acoustics such that presenters can be heard and understood from anywhere in the room. The venue should include training aids and equipment such as IT projectors, OHP, flip charts etc. There should also be provision for comfort breaks and for refreshment during breaks in proceedings.

6 Course Syllabus

- 6.1 The course provider must produce a course syllabus to be approved by the CAA and once approved any changes to the syllabus will require prior approval by the CAA. The syllabus should provide details as follows:
- Aim of the Course
 - Aim and content of the specific course modules/lesson plans
 - Timing of the course modules/lesson plans
 - Details of reference material and training devices to be used during the course
 - Aim, format and content of any progress tests or theoretical knowledge examinations
- 6.2 For refresher courses the approved provider should provide to the CAA for approval an agenda outlining the subject areas to be covered in relationship to AMC 1 FCL.1010 and AMC 1 FCL.1025 and representative lesson plans including example presentations.

7 Training Manual

- 7.1 The course provider shall produce a training manual. The training manual should contain the following:
- Aim of the course
 - Aim and content of the specific course modules

- Lesson plans with teaching points to be covered within each module
 - Knowledge requirements, including sources of information
 - Exercise scenarios
 - Theoretical knowledge test papers and answers
 - Flight profiles to be used in the aircraft or FSTD
 - Aircraft checklist
 - Course timings
 - Arrangements for course tutor training, supervision, currency and refresher training
- 7.2 The course syllabus and training manual are to be controlled documents for the purpose of the approval. Any proposed amendment(s) to either of these documents must be approved by the CAA Approvals section.

8 Initial Application and Approval Process

- 8.1 Applicants for an approval to conduct examiner standardisation training courses should apply to CAA Approvals section using application Form SRG 2125, and for examiner refresher courses using Form SRG 2136; both are available from the CAA website. The appropriate fee, as published in the CAA Scheme of Charges, must accompany the application. No work will be undertaken by the CAA until the fee has been received.
- 8.2 The applicant should also provide the following with the application:
- The course syllabus or proposed content of the refresher course as applicable;
 - The course Training Manual;
 - A list of proposed course tutors or presenters as applicable, including details of their relevant qualification and experience;
 - Details of the facilities to be used to conduct the course;
 - Representative lesson plans including example presentations.
- 8.3 Upon receipt of the application a CAA FOI will be detailed as the inspector responsible for the course approval. The inspector will review the application to ensure it is compliant with the requirements of Part-FCL and as set out in this Standards Document. The inspector may request changes by the course provider if it is considered the application fails to meet the requirements.
- 8.4 Once the inspector is satisfied that the application meets the basic requirements, the CAA will grant the course provider approval to run examiner standardisation training courses or deliver examiner refresher courses as appropriate. For an initial approval an inspector will arrange to observe all of the first course delivered by the provider.

9 Ongoing Oversight and Approval

- 9.1 An approval certificate for an examiner standardisation course or examiner refresher course shall remain valid so long as the ATO remains in compliance with Part-ORA, Part-FCL, the associated GM and AMC and other requirements and regulations as applicable. Subject to compliance with the conditions of the certificate, the certificate shall remain valid unless it has been surrendered, superseded, limited, suspended or revoked.
- 9.2 In order to undertake the oversight activity and obligation under Part-ARA and the CAA management system, the CAA will periodically require an FOI to sample examiner standardisation courses and refresher courses. **An ATO intending to conduct an examiner course is required to give the CAA a minimum of 28 days' notice so that an inspector or staff examiner can be tasked to attend.** As a minimum, the course will be inspected for continuing approval at least once every three years.

10 Variation of an Approval

- 10.1 Applications for any variation of an approval, for example to include training for further examiner qualifications or roles, shall be made to the CAA Approvals section, accompanied where applicable by the appropriate fee in accordance with the current scheme of charges. Applications for variation will be treated in the same manner as an initial application for course approval except that observation of the course may be reduced from the requirements stated in paragraph 8.4.

11 Suspension or Revocation of an Approval

- 11.1 The quality of an examiner standardisation training course will be measured primarily by the standard demonstrated by applicant examiners during their assessment of competence. If it becomes evident that trainee examiners are not been trained to the standard required to pass the AoC, the CAA may raise a non-conformance and seek remedial action. If remedial action is ineffective and trainee examiners continue to be inadequately prepared for the AoC the CAA may suspend, limit or revoke the course approval in accordance with ARA.GEN.355.
- 11.2 The quality of a refresher course will be measured by feedback provided by examiners attending the course and periodic sampling by an inspector of the authority. If it becomes evident that most examiners attending the course are dissatisfied with the content and/or quality of presentations at the course, or that it fails to address the requirements of FCL.1025, the CAA will raise a non-conformance and seek remedial action as outlined above.
- 11.3 Following suspension or limitation of a course approval, the course provider will be required to demonstrate, to the satisfaction of the CAA, that appropriate actions have been taken to address the identified shortfalls. This is likely to require a further observation by an inspector, and this will be charged at the training inspector/flight examiner daily rate published in the current Scheme of Charges. Should the inspector be satisfied that the remedial action is effective the approval will be reinstated.
- 11.4 Should the approval certificate for an examiner standardisation course or refresher course be revoked, any application for re-approval will be treated as an initial approval. In this case a new application must be submitted in accordance with paragraph 8 above.

12 Quality System

- 12.1 An ATO providing examiner training is acting under the management system of the CAA.
- 12.2 In order to ensure that an examiner standardisation course or examiner refresher course is being conducted effectively to a high standard, and in accordance with the regulatory requirements, the course provider must have in place a Quality System capable of monitoring the course output and collate and assess feedback from trainee examiners or course attendees. The system should provide a method of ensuring that any shortfalls identified are followed up by the course provider and remedial action taken and is subject to audit by the CAA.

Appendix J Fitness of Character Policy Framework

1 Rationale for Policy Framework

- 1.1 The CAA is under an obligation to be satisfied, on a continuing basis, of the fitness of character of individuals and post holders which it licenses or approves in accordance with applicable legislation. Legislation does not specify how an individual or post holder will be expected to satisfy the CAA. Therefore, the CAA has discretion in relation to how fitness of character is assessed.
- 1.2 The CAA must consider options for any regulatory intervention when available information indicates that a person may no longer have the fitness of character appropriate to the privileges of their licence or authorisation.
- 1.3 The powers to intervene in these sorts of cases are discretionary, and therefore the CAA cannot set out the specific action to be taken in every circumstance. Instead, each case will be judged on its own merits. As a public body, the CAA must act clearly and consistently as and when it reviews individual behaviors with the information available to us at the time. Accordingly, it is appropriate to have a policy framework and guidance in place to set out how the CAA will approach the assessment of such cases.

2 Policy Framework

- 2.1 The CAA must be satisfied that all individuals and post holders who are licensed by us demonstrate the following behaviors:
- Trustworthiness – the ability to be relied on as honest and truthful
 - Propensity to obey rules – demonstrably being consistent in applying the rules, in spirit and letter
- 2.2 When considering these behaviors, the CAA will take into account the overriding need to:
- Protect the general public;
 - Maintain public confidence in the individual and post holder privileges that we licence; and
 - Maintain public confidence in the CAA's own decision-making process.
- 2.3 Specific information that may call into question fitness of character includes, but is not limited to, the following:
- Criminal convictions or civil sanctions. Anyone convicted of an aviation related offence or dishonesty offence is unlikely to be regarded as having fitness of character. Convictions for unrelated offences may be relevant when considering propensity to obey rules.
 - Falsification of records.
 - Providing false information.
 - Previous licensing or enforcement action has been undertaken.
 - Dishonest behavior.
- 2.4 This fitness of character policy sits alongside any competence or skills and medical fitness requirements that must be demonstrated by individuals and post holders in order to be licensed by the CAA.
- 2.5 In dealing with a fitness of character decision, the CAA will clearly and consistently review individual behaviors using the information available to us.
- 2.6 In reaching a decision we will consider all potential outcomes ranging from taking no action to proposing to revoke a privilege or licence. Taking no action is as critical a decision as taking formal action. We will record and be able to explain subsequently our reasons for making, or not making, a decision.

Appendix K The EU General Data Protection Regulation

1. Responsibilities of Examiners

- 1.1 A16.1 The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directives 95/46/EC.
- 1.2 As an examiner carrying out skill tests, proficiency checks or assessments of competence on behalf of the CAA it is important that you understand the provisions of the Regulation and safeguard personal data that you collect during testing accordingly. Central to the Regulation are the 6 principles of data protection:

2. Personal data

2.1 Personal data shall be:

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

3. Data Breaches

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

or unauthorised access) in relation to personal information handled by or on behalf of the CAA must report the incident to the ERT immediately using the Personal Data Breach Notification Form **having discovered or suspected the breach**.

4. Records

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

Note: a full description of the Regulation can be found at <http://www.ico.gov.uk>.

APPENDIX L TS10 (SRG1845) AND Examiner Competency Grading

The latest version TS 10 Form (SRG1845) can be found on the CAA website

Note: The competencies in Column 3 are in addition to those in Column 2, whilst those in Column 4 are in addition to those in Columns 2 and 3

Competence	1 - Requiring Improvement	2 - Basic Standard	3 - Good	4 - Very Good
Briefing	<ul style="list-style-type: none"> Lack of preparation Starts briefing without introduction Lack of engagement with the crew Little or no interaction with crew Little or no reference to H&S Makes no reference to the company behavioural markers scheme Omits important safety elements Let personal opinion deflect from training objectives Didn't support the value of CRM training 	<ul style="list-style-type: none"> Invites questions Generates a relaxed atmosphere Creates a climate conducive to learning Briefs all items required by Standards Documents Provides all required documentation Refers to NOTECHS or company behavioural markers scheme Identifies H&S requirements 	<ul style="list-style-type: none"> Good introduction Identifies the needs of the crew Delivers the SD , technical and non-technical elements, without change of style Uses facilitation appropriately Clear structure and clarity for all visual aid work Includes NOTECHS in all areas including company behavioural markers 	<ul style="list-style-type: none"> Generates a high level of engagement with crew Responds appropriately to the needs of the crew Defines clearly what is expected of the crew Very responsive to questions All visual aids support and enhance the briefing and teaching points Manages potential barriers to learning including awareness of cross-cultural differences
Aircraft Operation	<ul style="list-style-type: none"> Limited familiarity with ac systems, operation, limitations Poor observation/note taking of crew missing debrief/failure /repeat points Inappropriate/inefficient use of time/airspace Difficulty managing flight in the prevailing weather conditions Poor ATC liaison and/or failure to comply with ATC clearances and airspace restrictions. Inadequate situational 	<ul style="list-style-type: none"> Familiar with ac systems, operation, limitations Adequate observation/note taking of crew identifying majority of the debrief/ failure/repeat points Acceptable efficient use of time/ airspace Completes the all the test/check schedule Appropriate level of service from ATC and complies with clearances and airspace restrictions Generally aware of other 	<ul style="list-style-type: none"> Good depth knowledge of the ac systems, limitations Uses scenario based testing Introduces scenario based setting of simulated ac abnormal/emergencies/failures. Adjusts 'running sequence' to optimize time management Optimum use of airspace in prevailing weather conditions Close liaison with ATC to enhance SA and mitigate threat of airborne 	<ul style="list-style-type: none"> Very realistic scenarios Clarity of examiner, role Comprehensive observation/unobtrusive note taking Takes advantage of prevailing weather conditions to enhance scenario Uses all available aids and external assistance to mitigate threats of airborne conflict, airspace infringement and nuisance to the general public

	<p>awareness/no appreciation of events outside own aircraft</p> <ul style="list-style-type: none"> Unrealistic or unsafe setting of simulated ac abnormal/emergencies/failures Poor terminology when issuing instructions No scenario context to test items Failure to address TEM elements 	<p>traffic/airspace etc</p> <ul style="list-style-type: none"> Adequate and safe setting of simulated ac abnormal/emergencies/failures Adequate terminology when issuing instructions Limited use of scenario based testing Identification of TEM elements 	<p>conflict and airspace infringement</p> <ul style="list-style-type: none"> Good clear unambiguous instructions Observes accurately, identifying appropriate behavioural markers Introduces TEM scenarios 	<ul style="list-style-type: none"> High level of flexibility to the training, checking plan Identifies root cause for all activity Is cognisant of the effect on the crew of any input from the Instructor/examiner
Simulator Operation	<ul style="list-style-type: none"> Limited familiarity with IOS Irregular observation of crew Incorrect R/T Distracted by IOS at key observing moments Limited note taking Inappropriate use of freezes and repositions Overloading of failures Poor radar vectoring 	<ul style="list-style-type: none"> Checks simulator log and approvals Efficient use of IOS Presents repositions to crew correctly Correctly sequences failures Observes all failure/repeat items Effective note taking 	<ul style="list-style-type: none"> Crew enters the simulator with the correct scene set Introduces failures appropriate to crew actions Adjusts 'running sequence' to optimize time management Observes accurately identifying appropriate behavioural markers Identifies crew or individual fatigue 	<ul style="list-style-type: none"> Very realistic scenarios Role play of other agents responsive to crew's actions Clarity of examiner, instructor role Comprehensive observation/notes High level of flexibility to the training, checking plan Identifies root cause for all activity Is cognisant of the effect on the crew of any input from the Instructor/examiner
Remedial Instruction (where applicable e.g. TRE conducting OPC)	<ul style="list-style-type: none"> Unaware of the root cause of the fault Emphasis on the 'What' rather than the 'How' Inappropriate style Mixing of instruction and examining No reference made to (any relevant) Non Technical Skills Did not demonstrate empathy for 	<ul style="list-style-type: none"> Crew made aware when acting as an instructor or examiner Correct observation of faults Provides correct technical input Makes mention of relevant NOTECH category or element 	<ul style="list-style-type: none"> Clear identification of root cause/behavioural markers Facilitates error analysis where appropriate Identifies teaching points with key words and concise phrases Seamlessly integrates technical and non-technical skills with pointers Continuously monitors progress of the session and responds 	<ul style="list-style-type: none"> Generates a high level of engagement with the crew. Increases the confidence and skills of the crew throughout the training event Facilitates crew learning especially regarding behavioural markers Assists the crew with the assessment of their own performance

	the crew		accordingly	
Assessment	<ul style="list-style-type: none"> Standard not correctly applied Lack of evidence to support assessment Many important items missed 	<ul style="list-style-type: none"> Correct assessment Identifies good performance Identifies poor performance Makes technical and non-technical assessment 	<ul style="list-style-type: none"> Skilled use of Repeats and Retests for maximum value to crew Assesses cause behind good/poor performance 	<ul style="list-style-type: none"> Fully at ease with assessing the required standard and identifying this to the crew Comprehensive knowledge of behavioural markers when making an assessment Clear understanding of root causes to all actions Keeps abreast of HF developments from the ICAO, EASA and the regulator
De-brief	<ul style="list-style-type: none"> Result not clearly stated Chronological No prioritisation of faults Little opportunity for crew to review their own performance Nitpicking No reference to company behavioural markers scheme or NOTECHs Displayed limited knowledge of the core EASA CRM subjects 	<ul style="list-style-type: none"> Clear statement of result and use of 5Rs Clear prioritisation of faults Holds the agenda Some use of facilitation Encourages crew to provide their views Integration of NOTECHS Supports company SOPs The ability to focus on main issues Written report supports the result offered 	<ul style="list-style-type: none"> Starts with an introduction At ease with facilitation to move the de-brief in the required direction Draws common faults together Links NOTECHS or company behavioural markers into the result of the check Balances praise and criticism Generation of summary Ability to listen to crew feedback Offers tips and advice Identifies missing skills (technical and non-technical) 	<ul style="list-style-type: none"> Allows the crew to drive the agenda with the examiner controlling the agenda Achieves agreement of crew Seamless integration of the NOTECHS or company behavioural markers into all aspects of the operation Crew leave with clear and concise learning points Checks understanding and summarises learning points covered