

Safety Regulation Group

Licensing and Training Standards



Standards Document 1 (H) Version 02

EASA Aircrew Regulation Part-FCL, Annex 1

Notes for the Guidance of Applicants taking the Initial Instrument Rating Skill Test (Helicopters)

Please note that this document is for guidance purposes only. The latest version of this document can be viewed on the CAA website.

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Glossary of Abbreviations and Terms

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
AoC	Assessment of Competence
ATC	Air Traffic Control
ATO	Approved Training Organisation
CPL	Commercial Pilot Licence
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
EASA	European Aviation Safety Agency
FCS	CAA Flight Crew Standards
FEH	Flight Examiners Handbook
FE (CPL)	Flight Examiner Commercial Pilot Licence (Helicopters)
FE (PPL)	Flight Examiner Private Pilot Licence (Helicopters)
FI	Flight Instructor
FNPT or FNPT II	Flight Navigation Procedures Trainer
FS or FFS	Flight Simulator or Full Flight Simulator
FSTD	Flight Simulation Training Device
GE	Ground Examiner
GPS	Global Positioning System
GM	Guidance Material
GNSS	Global Navigation Satellite System
L&TS	CAA Licensing & Training Standards
ME	Multi-Engine
Part FCL	EASA Aircrew Regulation - Annex 1 – Part-FCL
Proficiency Check	Demonstration of skill for the revalidation or renewal of a licence or rating, including oral examinations as may be required.
RF	Registered Facility
RNAV	Area Navigation
RT or RTF	Radiotelephony
SE	Single-Engine
SEP	Single-Engine Piston
SET	Single-Engine Turbine
Skill Test	Demonstration of skill for the issue of a licence or rating
SP or SPH	Single-Pilot or Single-Pilot Helicopter
TRE	Type Rating Examiner
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions

Editorial Convention

Throughout these notes 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 is authorised by the CAA to conduct the appropriate skill test.
- "Applicant" is used to indicate a person who is seeking the issue or renewal of a pilot's licence or rating.
- A Skill Test is a demonstration of skill for the initial licence issue, licence renewal, rating issue or rating renewal. Such tests include oral examination and flight test as appropriate.
- "He/She". The pronoun 'he' is used throughout for ease of reading.
- "Test" is used in this document to describe licensing skill tests and proficiency checks

Part 1 General Information

- 1.1 If the IRT is taken as single-pilot in a multi-engine helicopter then no further test is required for single engine IR privileges.
- 1.2 A pilot who is current in multi-pilot operations may take the IRT in a helicopter certified within EASA for multi-pilot operations. Appendix 4 to these notes will cover the required procedures.
- 1.3 An Instrument Rating (Helicopters) is valid for 12 months and may be revalidated up to 3 months before the rating expires.
- 1.4 If the IR (H) is restricted for use in multi-pilot operations only, the revalidation shall be completed in a multi-pilot helicopter. A multi-pilot IR (H) is not valid on single-pilot helicopters (and vice-versa).
- 1.6 Further guidance can be found in the EASA Aircrew Regulations Part-FCL Annex I, Subpart G and Appendix VII.

Part 2 Preparation, Provision of Helicopters and Test Bookings

2.1 *Flight Test Preparation*

2.1.1 **Requirements**

Applicants must ensure that all of the pre-test requirements are completed before conducting the Skill test. A cancellation fee equivalent to the test fee may be charged if a test is cancelled due to a pre-test requirement not being completed.

2.1.2 **Ground examinations and training**

Applicants shall have passed the associated theoretical knowledge examinations before undergoing the flight test.

2.1.3 **Flight training**

The applicant for the IR Skill Test shall have successfully completed the training in the same type of aircraft being used for the flight test. Applicants on modular courses shall not be presented for the test until the syllabus requirements outlined in EASA Part-FCL (Appendix 6) for IR training have been met in full. EASA Part-FCL (Appendix 6) minimum hours must be met before the issue of the licence.

2.1.4 **Recommendation for test.**

Applicants for a skill test shall be recommended for the test by the organisation/person responsible for the training once the training is completed (FCL.030).

The Skill test may not be conducted by any examiner who has provided the applicant with flight instruction for the Instrument rating, nor when they have been responsible for the recommendation for the skill test, in accordance with FCL.030 (b).

2.1.5 **Experience**

An applicant for an IR(H) shall hold a PPL(H) including a night qualification, a CPL(H) or an ATPL(H) and shall have completed at least 50 hours cross-country flight time as PIC in helicopters or aeroplanes of which at least 10 hours shall be in helicopters. Applicants who have completed an ATP(H)/IR, ATP(H), CPL(H)/IR or CPL(H) integrated course shall be exempt the cross country requirement.

2.1.6 **Previous tests – SRG2135**

Applicants who have previously attempted the IRT must produce to the Examiner the previous test result FCL 2135 which shows the reasons for failure and any re-training requirement.

2.1.7 **Synthetic Training Devices (STDs)**

Certain approved courses may include training in STDs. Applicants should be aware that each simulator or training device must have been approved for the IR course by the CAA and is awarded a qualitative credit that specifies the maximum hours, which applicants may claim towards their instrument training. Applicants should note that the initial IR (H) will not be permitted to be flown in any synthetic training device, only an IFR certificated helicopter.

2.1.8 **Medicals**

Applicants should be in possession of a UK issued EASA part-Med, Class 1 medical certificate at the time of the test, however PPL (IR) applicants require only an EASA Part-Med Class 2 medical. The medical certificate shall be shown to the Examiner. If the certificate is out of date the Examiner may still conduct the test, but the applicant is to be aware that, regardless of the outcome, he will not be permitted to use his licence or rating until the medical certificate is revalidated.

2.1.9 **Flight Radiotelephony Operators (FRTO) Licence**

An applicant will be required to hold an FRTO licence or have passed the required examinations prior to attempting the IRT.

2.2 *Provision of Helicopters*

- 2.2.1 Authorised Training Organisations must provide a helicopter for the Initial Instrument Rating Skill Test. The Helicopter used for the test shall meet the requirements for training helicopters as outlined in standards document 7(H).
- 2.2.2 The CAA shall not be responsible for the provision of insurance for the applicant taking the IRT. However, it is necessary for the aircraft operator to maintain an insurance policy, which adequately covers the aircraft, applicant and the Examiner during the conduct of the flight test.

2.3 *Test Booking*

- 2.3.1 Application for test must be made through the ATO conducting the training, to L&TS, Flight Test Booking Section at Gatwick. The fee for the IRT is prescribed in the current Official Record Series 5 and this must be paid at the time of the booking. Applicants will be required to show evidence of payment for their test before a flight will be made.

Part 3 Conduct of the Test

3.1 *Preview of Events*

- 3.1.1 The Skill test will be conducted by a CAA appointed examiner. If the Examiner is not qualified to act as commander on the aircraft, a safety pilot must be provided by the ATO arranging the Skill test. The content of the Skill Test is prescribed by EASA: Appendix 7 to Part-FCL IR Skill Test.
- 3.1.2 The skill test for the grant of the IR will be conducted by a Flight Examiner or Inspector employed by the CAA or an IRE(H) appointed by the CAA for this purpose. EASA set the test schedule and standards required and the Examiner will conduct each test to meet the required schedule and achieve a meaningful, fair and valid assessment. He will determine the flight profile in order to cover all required sections of the test and will expect the applicant to conduct the flight in a practical and expeditious manner. Flight profiles may vary depending upon many influences outside the control of the Examiner such as ATC requirements, weather conditions, serviceability of navigation or approach aids etc. However, the Examiner will ensure that the applicant is given every opportunity by giving clear and unhurried instructions and will check that the applicant has understood what he has been asked to do.
- 3.1.3 Applicants must remain adaptable and flexible without compromising safety and it is important that they clearly understand the briefing before the flight. The Examiner's assessment will take into account each section, procedure or manoeuvre of the flight as well as the overall conduct, management, airmanship and general captaincy.
- 3.1.4 The IRT is divided into six main sections:
- | | |
|------------|---|
| Section 1 | Departure |
| Section 2 | General Handling - Instruments |
| Section 3 | En-route IFR <i>procedures</i> |
| Section 4* | Precision Approach and go-around or landing |
| Section 5* | Non-precision approach and go-around or landing |
| Section 6 | Abnormal and Emergency Procedures |
- Note:** *Either Section 4 or 5 must be flown following an ATC procedural clearance.
- 3.1.5 All sections of the test are to be completed in the course of one flight. The sequence of sections may vary depending on circumstances and the Examiner's briefing will include the expected profile. Examiners are responsible for ensuring an efficient test but applicants must remain flexible, particularly if weather conditions, ATC 'slot' times or availability of approach aids etc. subsequently dictate a different scenario during the flight. When deciding the route the Examiner will generally arrange the test profile such that the flight can be completed within not less than one hour. Applicants should not necessarily expect to fly any of the regular local routes used during training as the test is intended to be a practical exercise to a destination and/or alternate airfield, normally within 100 nms.
- 3.1.6 A precision instrument approach at a destination airfield will be flown to minima's, followed by a go around, and a departure to the alternate airfield (which may be the departure airfield) where a non precision approach will be flown. A simulated engine failure will be required on one of the approaches and on a missed approach or departure. During the flight the candidate will need to fly a holding procedure and complete the general instrument flying manoeuvres (Section 2), which may be completed at the end of the procedural phase. The sequencing of the test sections and selection of suitable airfields is at the Examiner's discretion.
- 3.1.7 The IRT is very demanding. It is appreciated that even the most professional or talented pilots can make mistakes particularly if attention to accuracy is relaxed for a few moments. This does not necessarily mean that a failure should result.

- 3.1.8 The following notes reflect the style and sequence of the briefing that the applicant may expect to hear. However, the Examiner may make variations in the delivery of the briefing and may have to modify the sequence in which items are briefed and flown.
- 3.1.9 Where the test is for multi-pilot operations, the differences in test schedule and the Examiners briefing are shown in Appendix 4 to this document.
- 3.1.10 The Examiner may stop the test at any stage if he considers that the applicant's demonstration of skill and/or knowledge requires a complete retest.

3.2 *Initial Briefing*

- 3.2.1 The purpose of the initial briefing is to check that the applicant has completed the necessary training and experience requirements, to establish the aim of the flight test and to check that he is aware of those planning resources that he will require. This briefing will normally take about 10 minutes.
- 3.2.2 At the pre-arranged time the Examiner will meet the applicant. A check will be made to ensure that the applicant has the necessary equipment and documentation including:
- Pilot's licence (if applicable), personal flying logbook, and evidence of an aircraft rating or completion of approved training, e.g. Form LST SPH.
 - UK issued EASA medical certificate. This need not be current but the applicant will be advised that a current medical is mandatory if he is to use his ratings.
 - A form of identity; e.g. a valid passport, UK Forces ID card or airport pass.
 - Recommendation for test and previous attempt form if applicable.
 - Current aircraft documents including the Helicopter Technical Log.
 - Enough headsets and/or splitter leads so that the examiner can hear RT and idents.
 - Two copies of the approved normal and emergency check lists.
 - Suitable instrument flying screens.
 - Current publications for the routing and airfields with a copy for the examiner.
 - Planning material including an Operational Flight Plan (OFP) and navigation equipment.
 - Any relevant CAA correspondence such as a letter of assessment or retraining requirements.
 - Proof of payment for the test.
- 3.2.3 The Examiner will outline the content of the skill test including the routing required and the airfields where instrument approach procedures are to be flown.
- 3.2.4 The applicant will be given the Examiner's weight for his 'mass and balance' calculations and performance planning. The callsign and approach bookings will be given for the flight plan and other planning.
- 3.2.5 When the applicant is clear about the format for the flight he will be given time to complete the necessary planning and pre-flight preparation, normally 45 minutes (maximum 1 hour) depending upon the circumstances. The Examiner will specify the time to meet for the main briefing.
- 3.2.6 If circumstances prevent the Examiner meeting the applicant early enough before flight to give adequate time to plan he may leave a written briefing with the required data and indicate at what time they will meet for a full briefing.

3.3 *Planning*

- 3.3.1 Appropriate facilities must be made available to the candidate so that all elements of the test can be planned and briefed accordingly. The Examiner will check that the applicant is aware of where these resources are. A quiet briefing room should be used so that the planning can be completed without interruption or distraction.
- 3.3.2 Planning shall be completed without assistance from other students or instructors.
- 3.3.3 Current ATC and Met information should be obtained from the aerodrome flight planning facility or equivalent and the flight plan must be filed in adequate time for the 'slot' booking if entering controlled airspace.
- 3.3.4 An Operational Flight Plan (OFP) must be prepared and the Examiner will require a copy. The Operational Flight Plan (OFP) must include such items as:
- Place of departure;
 - Time of departure;
 - Place of arrival (planned and actual);
 - Time of arrival;
 - Route and route segments with checkpoints/waypoints, distances, time and tracks;
 - Planned cruising speed and flying;
 - Times between check-points/way-points;
 - Estimated and actual times overhead;
 - Safe altitudes and minimum levels;
 - Planned altitudes and flight levels;
 - Fuel calculations (records of inflight fuel checks);
 - Fuel on board when starting engines;
 - Alternate(s) for destination and, where applicable, take-off and en-route, including information required as above;
 - Initial ATS Flight Plan clearance and subsequent re-clearance;
 - In-flight re-planning calculations;
 - Relevant meteorological information.
- The overall management of the flight will be assessed as well as the aircraft handling accuracy and knowledge of procedures. OFP must be maintained such that at the end of the test, the flight can be reconstructed from the information recorded. The Examiner is also required to keep a log of the flight for navigation as well as assessment purposes.
- 3.3.5 Any part of the route which entails flight in other classes of airspace where routes or tracks may not be specified will require the applicant to consider all the necessary planning, i.e. tracks and levels of operation, to achieve a safe and efficient flight.
- 3.3.6 Pre-prepared flight logs or specially drawn routes shall not be used during the IRT. Only routinely available planning information and documents shall be used. Computerised flight/navigation plans or aeroplane mass and balance calculations may be used during the allowed planning period. The applicant remains solely responsible for all planning calculations howsoever derived.
- 3.3.7 Applicants will be required to calculate the aircraft take off and landing performance for the conditions prevailing.
- 3.3.8. Approach plates used must be as published and without candidate notes or use of highlighter.

3.4 *Weather Minima*

- 3.4.1 The pre-flight preparation of the IRT requires the applicant to assess the weather conditions and make his decision whether to proceed with the flight. However, when extreme conditions of high wind speed, severe turbulence, icing or thunderstorms exist, the Examiner may determine that this would make the flight difficult to assess and may override the applicant's willingness to proceed. The flight should not proceed if all planned sections cannot be achieved or the forecast would prevent a return to base or a suitable alternate aerodrome.
- 3.4.2 ATOs are required to specify in their aircraft operating procedures the minimum weather conditions below which the training and testing shall not take place. In general it is expected that published limits for the aircraft will be used as appropriate to a commercial flight. Applicants shall comply with the Aerodrome Operating Minima (AOM) given in AIP - AD 1.1.2 (in accordance with [JAR-OPS 3](#) where applicable) or the take-off and landing minima stated in their Operations Manual or other more stringent limitations if applicable (e.g. State Minima). Weather minima for return to home base aerodrome should be that as prescribed for an alternate aerodrome in accordance with JAR OPS 3 Subpart E.
- 3.4.3 Awareness of icing conditions must be displayed by regularly checking the outside air temperature (OAT) and indicating this to the Examiner. ATOs must establish an operating procedure for the use of aircraft anti-icing equipment particularly with reference to pitot heaters and engine anti-icing systems. The aircraft must not be flown into airframe icing conditions contrary to the helicopter flight manual.
- 3.4.4 It should be assumed that during the flight both the precision and non-precision approaches are to be flown in minimum weather conditions, therefore the Decision Height/Altitude (DH/A) and Minimum Descent Height/Altitude (MDH/A) shall be calculated and agreed with the Examiner before flight. Similarly, applicants should be prepared for any runway change that ATC may direct.
- 3.4.5 Applicants will be expected to comply with any flight restrictions, such as an "Approach Ban", that may exist during the course of the flight. Consideration must also be given to the weather conditions at the nominated alternate airfield, particularly if the actual weather at destination is marginal.

3.5 *Main Briefing*

- 3.5.1 Once the candidate has completed the flight planning, the Examiner will give a comprehensive briefing covering all aspects of the flight. The candidate should ask questions at any time if unclear about any aspect of the brief. This briefing would normally take 30 minutes.
- 3.5.2 The briefing will include:
- a. **The purpose of the flight**
The purpose of the flight is for the applicant to demonstrate his ability to plan and conduct an IFR flight with a passenger whilst acting as pilot-in-command and operating in the single or multi pilot role as applicable. The briefed profile shall be conducted in accordance with Instrument Flight Rules (IFR) and will include simulated helicopter emergencies. Passenger safety, comfort and reassurance must be considered throughout the flight. The applicant is to assume that the Examiner is a passenger, who may be acting as the safety pilot if appropriately qualified, when the instrument screens are in place. The applicant is not to expect any assistance from the Examiner.
 - b. **The applicant's responsibilities**
All the duties and decisions necessary for the safe and practical conduct of the flight, in accordance with current legislation, will be the candidate's responsibility. Throughout the flight the applicant must liaise with ATC. Amended flight clearances and instructions from ATC must take priority over the pre-briefed flight profile. The Examiner will only discuss ATC instructions if he considers this necessary. Applicants should arrange the flight so that flight plan departure time and any other slot allocation is achieved within the allowable tolerances (+ 5 minutes/-10 minutes in accordance with the Integrated Flight Plan System - IFPS) and update ATC as necessary. Modern radar and ATC procedures often reduce the need for RT position reporting points, however, the Examiner will expect to be informed of ETAs en-route in the form of

standard position reports and updates (ETA variations +/-3 minutes). Any significant change to the briefed exercise imposed by ATC may require the flight to be terminated and/or assessed as incomplete.

c. Check lists

Throughout the flight the applicant shall use the approved helicopter checklist. If the applicant wishes to complete the checks from memory, he may do so but they must be correct and in accordance with the aircraft checklist. The applicant is to assume that the test is the first flight of the day. Airborne checks may be completed from memory or from alternative notes, but must be in accordance with the checklist and with each check item spoken aloud.

d. Planning check

The Examiner will assess the applicant's ability to check the appropriate helicopter documents before flight. He will expect to be briefed by the applicant as to the suitability of the weather, including the surface wind. The Examiner will check the flight navigation log and will require a photocopy. He may question the applicant on any aspect of the planning, for example: choice of operating altitudes/levels, safety altitudes, fuel planning, NOTAMS etc. The applicant's calculations of the helicopter's mass and balance and performance will be assessed.

e. Speeds

The helicopter must be operated in accordance with the Aircraft Flight Manual or Pilots' Operating Handbook, as appropriate, and the operating procedures should follow those given in the ATO's Operations Training Manual. The Examiner will require confirmation of the various speeds to be used at each phase of flight. Speeds may be adjusted to meet different conditions or circumstances and the Examiner must be advised of the new target speed before the change takes place.

f. Instrument Approach Minima

Applicants will be required to give details of the operating minima to be observed throughout including the instrument approaches i.e. DH/A or MDH/A, visibility minima, missed approach point (Mapt), and MSA or SSA.

g. The Profile

The Examiner will go through the flight item by item, explaining to the applicant what is required of him. (To avoid repetition of the briefed items these are expanded at para 3.6: The Flight). The Examiner will not instruct the applicant on how to operate or manage the flight; he will advise what he wants to see the applicant do. Conditions, such as which radio aids may be used, will be covered. During the briefing he will regularly check if the applicant has any questions and finally the Examiner will ask the applicant if he is quite clear what is required of him during the test. During the flight the Examiner will not prompt or assist the applicant in any way and will only give instructions when necessary and as previously briefed. The lack of conversation in flight should not be interpreted as being unhelpful or hostile, but is simply to allow the applicant to conduct the flight without interference. In the event of a MP IR test the examiner may act as co-pilot in accordance with ATO SOPs, if he is qualified to do so, but he will expect the candidate to act as the Captain without prompting.

h. IF screens - simulating IMC

Instrument flying screens will be used throughout the flight to simulate IMC. Hoods, visors or goggles will not be approved for the IR Skill Test. The screens will usually be placed in position before departure and the Examiner will hover taxi or ground taxi the helicopter to the runway or take off area. At a suitable height/altitude after take off (normally at 150 feet - 300 feet AGL), the Examiner will hand over control to the candidate and will then take no further part in the flight other than as observer. The Examiner will act as the 'safety pilot' when the screens are being used and will take control at the appropriate time to allow for visual manoeuvring and landing.

i. General Handling on Instruments

The Examiner will brief in which phase of the flight he will conduct this section of the test. He will advise that he will take control of the radio, lookout and navigation during this section. The applicant has only to fly the required items which the Examiner will brief in detail on the ground and remind the applicant as each item is to be flown. When the section is complete the Examiner will ensure that the applicant is comfortable with his location and the aircraft configuration before handing back control for any subsequent sections to be flown.

j. Emergencies and abnormal conditions

The Examiner will brief his procedure and requirements for the practice engine failure. He will discuss the actions necessary should any actual emergency or abnormal condition occur during

the flight including arrangements for quick removal of the screens. In general, the pilot flying the aircraft (applicant) is to control and handle any actual aircraft emergency but the Examiner, as aircraft commander, may elect to take control at any stage.

k. **Oral questioning**

The Examiner will ask practical questions relating to the flight on subjects such as IFR procedures, aircraft performance, mass and balance, icing procedures, emergency handling and the aircraft documents.

3.6 *The Flight*

3.6.1 Applicants will be assessed on all aspects of the helicopter operation. Sound basic handling skills are essential as well as airmanship, navigation, instrument flying, correct R/T phraseology, cockpit and overall flight management. The Examiner may elect to evaluate certain aspects by oral questioning.

3.6.2 **Departure Procedure (Section 1)**

The helicopter must have previously been prepared for the flight including fuel, ballast and other equipment. Any delays however caused are a responsibility for the applicant to manage.

3.6.3 The external checks shall be completed using the approved checklist and as if it is the first flight of the day. Transit or rapid turn-around checks are not expected. The Examiner may observe the external inspection and may, at any stage, ask questions about the helicopter or procedures. It must be assumed, even during the summer months, that the aircraft is being prepared for flight in sub-zero temperatures.

3.6.4 The Examiner must be briefed, as a passenger, on the position and method of the use of emergency exits, safety belts, safety harnesses, life jackets, and all other devices and intended for use by passengers in the case of emergency. The applicant must instruct the Examiner in the emergency action which he should take. Passenger briefing cards are acceptable but the examiner may ask questions.

3.6.5 After engine start and taxiing the applicant must complete all necessary checks and drills for departure. The instrument flight screens should be positioned before taking off from the dispersal. It may be necessary for the Examiner to taxi the aircraft into position for take off because of the applicant's lack of external view.

3.6.6 When ready for departure the applicant must obtain and read back the ATC IFR departure instructions, revise estimates as necessary and ensure that the radio and navigation equipment is set and identified ready for use.

3.6.7 A pre take-off briefing may be given at this stage but is not essential in single crew operations. The Examiner may brief his requirements in the event of an emergency during take-off.

3.6.8 The take-off and departure must comply with ATC instructions and/or published procedures.

3.6.9 **En-Route Procedures (Section 3)**

The route planned should be accomplished in a practical manner utilising VOR and/or NDB tracking. ATC units endeavour to integrate test aircraft into the traffic flow to achieve all of the elements of the test, but applicants must be prepared for some re-routings or holding during busy periods. ATC instructions must be treated as practically as possible. The Examiner will not normally interfere with such decisions unless these will compromise the requirements of the IRT.

3.6.10 All radio aids must be tuned and identified before use in accordance with normal operating practice and in accordance with any flight manual requirement. The Examiner will not interfere with any radio or navigation equipment except where it is necessary to 'de-tune' any aid when not required for the procedure, e.g. ILS de-tuned during the non-precision approach or during the holding pattern. At an appropriate moment, he will restore any radio navigation aid previously detuned.

3.6.11 The IFR route and track must satisfy the basic VOR and ADF tracking requirements (i.e. Track TO and FROM a VOR/ NDB). Anticipation of the next track by turning at a discernible distance/radius from the facility is expected. When a suitable route using an NDB is not

available, VOR tracking using an RMI needle presentation may be substituted. If neither is available the Examiner may substitute a suitable single-needle tracking task based on an RNAV/FMS source.

- 3.6.12 The execution of an en-route hold by ATC will be assessed but will not negate the requirement for a hold at the destination, and may not be substituted. The holding pattern should be conducted using a 'needle' instrument presentation from either an NDB or a VOR.
- 3.6.13 Autopilot and flight director systems may only be used during the en-route phase of the test once the examiner is satisfied that the candidate has demonstrated manual flying skills to his satisfaction. The autopilot holds may be used to obtain the weather at the destination and for writing down clearances, however, they must be disengaged before the subsequent hold or approach begins. NAV/VOR holds are not to be used but all other features may be used to change level, speed or heading. Altitude alerting systems are also permitted.
- 3.6.14 If the avionics suite includes track information such as a drift diamond on the navigation display then this may continue to be displayed and used accordingly.
- 3.6.15 **Precision Approach (Section 4) & Non-precision approach (Section 5)**
Prior to the instrument approaches the applicant must confirm that the weather conditions are suitable for completing the procedure. The route and terminal procedures must be flown as briefed or as directed by ATC and in accordance with the published procedures bearing in mind the actual and assumed weather conditions throughout.
- 3.6.16 Each approach is to be flown such that a stable final approach track and a controlled descent path is maintained to DH/A or MDH/A as declared. The Examiner will brief his requirements for each instrument approach. This may be to land ahead or go-around from DH/A or MDH/A. A go-around must be executed followed by compliance with the required departure procedure, or into the circuit for landing. However, a non-aligned approach (not within 30°) must terminate at the MDH/A. A go-around may then be required after visually manoeuvring to the landing runway. N.B. The ability of the applicant to safely position the aircraft for a landing will be assessed whether intending to land or go-around.
- 3.6.17 Where ATC request that a higher than briefed approach speed be maintained the applicant is expected to comply with that request, reducing speed at a position from which he will achieve his approach minima, stabilised at his target approach speed. Should the Examiner deem ATCs request unacceptable, then he may act to intervene on behalf of the applicant.
- 3.6.18 **General Handling (Section 2)**
The Examiner may brief to complete this section following completion of all other sections, or at a convenient time during transit. This is normally conducted along with elements of section 6 as listed below. With the I/F screens in place, the Examiner will be responsible for look out, radios and navigation. On completion of the section he will ensure that the applicant is aware of his location and his next task, before handing back control.

Control of the helicopter by sole reference to instruments including:

- Climbing and descending turns with sustained rate 1 turn.
- Recoveries from unusual attitudes

Abnormal and emergency procedures (Section 6)

Autorotation:

An autorotation will be briefed by the examiner with the following information:

- A suitable height/altitude above ground to simulate ground level.
- A suitable wind direction for the candidate to turn towards.
- Recovery to a pre-set altitude.

Limited Panel:

Flight by reference to limited panel will include:

- Straight and level flight and climbing/descending at a given speed in straight flight.
- Level turns onto given headings at rate one using timed or compass turns.

Failure of stability augmentation system/hydraulic system (if applicable).

- Normally conducted in the en-route phase.

Simulated engine failure after take off/during approach – multi engine helicopters only.

3.7 Post Flight Action

- 3.7.1 At the conclusion of the flight the Examiner will conduct a debriefing and discuss the applicant's performance. The Examiner may ask questions in order to clarify certain items or actions and the applicant will be informed of any sections which he has failed. Any circumstances which arose that were beyond the applicant's control, such as unserviceable equipment, will be considered and, while not recorded as a 'fail', may require a retest of that section. Any section recorded as 'Not Flown' must be completed on a further flight before any other retest requirements are flown. The overall result will not be given until all items are completed.
- 3.7.2 Notification of the result will be given on the test report form SRG 2135 (Appendix 1). The form will show the result of each item and section. Should the result be a Partial Pass or Fail, the Examiner will explain the reasons for the failure and also give advice on any aspect of the test, which the applicant may find useful during any subsequent attempt. The applicant will be required to sign the form as having understood the result. The result form will be given to the applicant and copies forwarded to L&TS Approvals Support and the Chief Flight Examiner (CFE) at Gatwick. The applicant will also be given a copy of SRG 2129 Examiner Report – Reason for failure.
- 3.7.3 Should an applicant have cause for concern about the conduct of the flight test then such comment should be made in writing to the CFE. Details of the appeal procedure are given in Part 4.

Part 4 Assessment Criteria and Administrative Procedures**4.1 Assessment Criteria**

- 4.1.1 The flight will be assessed as if the applicant was operating a Commercial Air transport Aircraft and carrying passengers. The safety, comfort, reassurance and briefing of passengers must be considered. The applicant shall demonstrate ability to:
- a. operate the helicopter within its limitations.
 - b. complete all manoeuvres with smoothness and accuracy.
 - c. exercise good judgement and airmanship.
 - d. apply aeronautical knowledge of procedures and regulations as currently apply.
 - e. maintain control of the helicopter at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt.
- 4.1.2 It is impossible to list all the errors which would constitute a failure of the test, but some more common errors and omissions are shown at Appendix 2.
- 4.1.3 Throughout the flight the helicopter should be flown as accurately as possible. The limits for operation are given as guidance to applicants but do not necessarily indicate that a failure will result if any boundary is exceeded. Similarly, flight within the tolerances should not be achieved at the expense of smoothness and co-ordination.

4.1.4 The Examiner will make allowance for adverse weather conditions such as turbulence and the handling qualities and performance of the helicopter used. The Instrument Rating Skill Test Tolerances are given at Appendix 3 and are for general guidance.

4.2 *Administrative Procedures*

4.2.1 Each time an applicant undertakes an IR Skill Test it is known as an "attempt". Attempts are grouped into "series". There are two attempts in each series. There is no limit to the number of series that may be taken.

4.2.2 A PASS will be awarded when all sections of the test are passed in an attempt.

4.2.3 An applicant failing only one section at the first attempt in a series shall have gained a PARTIAL PASS. The second attempt will require the applicant to retake the failed section. Failure in any item of that section or failure of any item previously assessed as a pass will require the applicant to retake the entire test again.

4.2.4 A FAIL will be awarded if more than one section is failed at the first attempt in a series. The second attempt will require the applicant to retake the entire test.

4.2.5 A FREE RETEST may be awarded if the applicant discontinues the flight and the reasons for doing so are agreed by the examiner. The free retest will require only those sections or items not previously flown to be completed; these items must be completed before the result of the flight can be determined. If the applicant terminates the flight test, for reasons considered inadequate by the Examiner, he may forfeit the test fee and a further fee will be required before the next test.

4.2.6 Failure to pass all appropriate sections in two attempts will conclude that series. Before applying for a further attempt in the next series the applicant will be required to:

- a. Complete the mandatory retraining prescribed by the Flight Examiner and indicated on the Flight Test Report Form, [SRG 2135](#).
- b. Present his personal flying logbook to the Examiner. The entries covering the retraining requirement must be certified by the HoT of the ATO giving training.

4.2.7 Should an applicant fail the second or subsequent series, the examiner shall send the completed Form 2135 to the CAA CFE. The CFE will decide on the re-training necessary and will appoint a CAA Flight Examiner to conduct the subsequent tests. No further test attempt can be made until the applicant receives notification from the CAA. The CFE will also decide the requirements following any subsequent series of unsuccessful attempts.

4.2.8 All sections of the test have must have been completed within the 6 month period following the first attempt.

4.2.9 The second attempt in a series shall be forfeited if the six month period has expired.

4.3 *Applicant's Appeal Procedure*

4.3.1 Form SRG 2135 reverse, contains an extract from the Civil Aviation Authority Regulations 1991, which is reproduced below:

Regulation 6(5) of the Civil Aviation Regulations 1991 provides as follows:-

Any person who has failed any test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may within 14 days of being notified of his failure request that the Authority determine whether the test or examination was properly conducted.

In order to succeed with an appeal the applicant will have to satisfy the CAA that the examination or test was not properly conducted. Mere dissatisfaction with the result is not enough. Should the applicant have concern about the conduct of the IR SKILL TEST he should write to the Chief Flight Examiner who will provide guidance on the Appeal Procedure.

Appendix 1 FLIGHT TEST FORM SRG 2135

Form SRG 2135 can be downloaded from our website at: www.caa.co.uk/SRG2135

Appendix 2 IR Skill Test Schedule and Standard

Applicants Notes

These notes are intended to give applicants a detailed account of the exercises that may, at the discretion of the Examiner, be required in each section. The headings used relate directly to those shown [on Form SRG 2135](#), a copy of which is shown at Appendix 1. In the interests of openness the standards to which they are assessed have also been included and these are shown in italics. It is emphasised that during the skill test applicants should concern themselves only with the flying and operating of the aircraft to the best of their ability. The test standards are the responsibility of the Examiner.

Examiners Notes

These guidance notes are published by the CAA to establish the test standard required for a EASA (Helicopter) Skill Test. Any Flight test can only be a brief snapshot of a pilot's ability and therefore, to ensure overall pilots' competence, ATO's Instrument Rating Instructors (IRIs) are expected to use these standards when preparing applicants for the test. The applicant for an Instrument Rating must exhibit a significantly higher level of knowledge and skill than is required for a VFR-only rating. The Examiner must apply the standards evenly and fairly and without prejudice. The flight may be conducted in any sequence to achieve a complete and efficient test.

Section 1 - Departure

- a. **Use of Flight Manuals (or equivalent) especially aircraft performance calculation; mass and balance**
Use of the Flight Manual and Operations Manual to determine helicopter performance. Mass and balance and helicopter documents to determine acceptability for the flight Aircraft Technical Log.
- b. **Air Traffic Services document and weather document**
Use of the correct documents, including maps, charts and approach procedure plates to prepare a flight plan and flight log. Collating and interpreting the weather documents to determine the en-route and destination weather.
- c. **Preparation of ATC flight plan and IFR flight plan/log**
Preparation of the ATC IFR flight plan for the route, including any off-airways sectors, and preparation of a full navigation and RTF flight log.
 - *Obtain and assess all elements of the prevailing and forecast weather conditions for the route.*
 - *Complete an appropriate flight navigation log.*
 - *Complete the required ATC flight plan(s).*
 - *Determine that the helicopter is correctly fuelled, loaded and legal for the flight.*
 - *Confirm any helicopter performance criteria and limitations applicable in relation to airfield and weather conditions.*
 - *Demonstrate sufficient knowledge of the regulatory requirements relating to IFR flight in IMC.*
- d. **Pre-flight Inspection**
Full initial pre-flight inspection in accordance with the approved checklist assuming the 'first flight of the day' and 'icing conditions'.
 - *Perform all elements of the helicopter pre-flight inspections as detailed and applicable to the actual or simulated weather conditions.*
 - *Confirm that the helicopter is in a serviceable and safe condition for flight.*
 - *Check and completes all necessary documentation.*
 - *Take appropriate action with respect to any identified unsatisfactory conditions.*

- e. **Weather Minima**
Confirmation of acceptability of weather affecting the departure, route, destination and diversion. Determination of the expected instrument approach minimum heights/altitudes.
- f. **Taxying/Air taxi in compliance with ATC or instructions of instructor**
Passenger briefing. Requests for turns to check instruments. Aerodrome markings and indicators, including marshalling instructions and signals.
- g. **Pre take-off briefing, procedure and checks**
Obtaining ATC departure clearance, cockpit preparation, and confirmation of departure and passenger emergency briefing. Actions to be taken with regard to the helicopter if an emergency occurs during departure should be covered in the pre-flight Main Briefing.
- *Complete all recommended taxi checks and procedures.*
 - *Comply with airport markings and signals.*
 - *Complete all departure checks and drills*
 - *Obtain ATC clearance.*
 - *Complete an appropriate passenger briefing. (Emergency handling details should be discussed in the pre-flight brief).*
 - *Confirm any performance criteria, including wind limitations.*
 - *Action any anti-icing procedures.*
 - *Complete all necessary after take off checks and climbs at the appropriate power and speed settings agreed at the briefing.*
- h. **Transition to instrument flight**
The examiner will conduct the take-off in accordance with the performance calculations using the correct techniques. Once established in the climb, the examiner will hand over control to the candidate who will then complete a smooth transition to instrument flight and complete the after take-off checks and drills.
- i. **Instrument departure procedure**
Completion of the Standard Instrument Departure procedure (SID) or ATC departure instructions into the enroute phase. Use of correct altimeter setting procedures. Maintaining helicopter control, speed, heading and level.
- *Maintain directional control and drift corrections within acceptable limits of speed, heading, height and track.*
 - *Identify any navigation aids used.*
 - *Follow any noise routing or departure procedures and ATC clearances.*
 - *Complete all necessary climb checks including altimeter setting procedures and ice precautions.*

Section 2 - General Handling

- a. **Control of the helicopter by sole reference to instruments including:**
Straight and level flight at various speeds maintaining balance and trim.
- b. **Climbing and descending turns with sustained Rate 1 turns.**
Smooth control maintaining balance and trim onto designated heights and headings.
- c. **Recoveries from unusual attitudes, including sustained 30° bank turns and steep descending turns.**
Using the correct technique to minimise height loss.

Section 3 - En-Route IFR Procedures

- a. **Tracking, including interception, e.g. NDB, VOR, RNAV**
The candidate will be expected to demonstrate his/her ability to track to and from a facility using the beam bar and/or the RMI needles during procedural IFR approaches to either precision or non-precision approaches.
- b. **Use of radio aids**
 Correct use of radio aids with regard to promulgated range, identification and interpretation. Use of ATIS where available.
- c. **Level flight, control of heading, altitude and airspeed, power setting**
 Smooth control of heading, altitude, speed and power.
- d. **Altimeter settings**
 Correct altimeter setting procedures and crosschecking, and monitoring of en-route MSA.
- e. **Timing and revision of ETAs**
 Timing and revision of ETAs including en-route hold procedures if required.
- f. **Monitoring of flight progress, flight log, fuel usage, systems management**
 Completion of the navigation and RTF log to monitor flight progress, provide position reports and manage the fuel system. Monitoring and managing the other helicopter systems. Use of checklists.
- g. **Ice protection procedures, simulated if necessary and if applicable**
 Monitoring of OAT and use of anti-icing and de-icing procedures.
- h. **ATC Liaison – compliance, R/T procedures**
 ATC Liaison using the correct RTF procedures and phraseology and compliance with procedures and clearances.
 - *Follow the flight planned route or any other ATC route requirements within the operating limits specified.*
 - *Identify and use navigation systems correctly.*
 - *Use the correct altimeter setting procedures and show awareness of MSA.*
 - *Maintain the flight log for navigation, RTF, and fuel use, sufficient to give position reports and to confirm acceptable minimum fuel states.*
 - *Conduct an en-route hold if required by ATC.*
 - *Use the correct RTF procedures and phraseology.*

Section 4 - Precision Approach

- a. **Setting and checking of navigational aids, identification of facilities**
 Use of navigation aids with regard to promulgated range, identification and interpretation.
- b. **Arrival procedures, altimeter checks**
 Descent planning and consideration of MSA. Completion of the published arrival procedure or as instructed by ATC including altimeter settings, ATC Liaison and RTF procedures.
- c. **Approach and Landing Briefing, including descent/approach/landing checks**
 The approach briefing including weather and confirmation of instrument approach procedure minima, and all procedures, checks and drills in preparation for landing.

- d*.** **Holding Procedure**
Completion of appropriate entry procedures followed by a hold, making the appropriate corrections to heading and time.
- e.** **Compliance with published approach procedure**
Compliance with the published vertical and horizontal profile to the nominated minima.
- f.** **Approach timing**
Monitoring or controlling the approach procedure using timing as necessary.
- g.** **Altitude, speed, heading control (stabilised approach)**
Establishing a stabilised approach using the correct techniques for attitude, heading and power control. Correct assessment of drift and rate of descent.
- h*.** **Go-around action**
At the minima, or as directed by ATC, transitioning to a climb at the correct speed and completing the checks.
- i*.** **Missed approach procedure/landing**
Following the missed approach procedure. (Normally, following the precision approach, a go-around and missed approach procedure will be required.)
- j.** **ATC liaison – compliance, R/T procedures**
ATC liaison using the correct RTF procedures and phraseology, and compliance with procedures and clearances.

Note: * items may be performed in Section 4 or 5.

Hold and Instrument Approach

- *Complete an approach briefing and the checks and drills for landing. Sets and identify any navigation aids. Use the appropriate altimeter settings and RTF procedures to liaise with ATC to prevent disruption to commercial traffic.*
- *Complete any holding procedures with appropriate corrections for tracking and timing to achieve a standard hold.*
- *Comply with the published arrival and approach procedures using timing corrected for wind when necessary.*

Precision Approach

- *Select and comply with the appropriate instrument approach procedure.*
- *Confirm the serviceability of selected navigation equipment.*
- *Comply with all ATC instructions and clearances.*
- *Use correct RTF.*
- *Establish the appropriate airspeed for the phase of the approach.*
- *Complete the necessary checks and drills.*
- *Complete the manoeuvring pattern as required to establish the final approach segment within the specified flight tolerances.*
- *Establish the final approach segment and maintain the approach path in horizontal and vertical profile (max ½ scale deflection) to Decision Height/Altitude.*
- *Control the aircraft as necessary to achieve a stable and trimmed final approach path.*
- *Initiate a missed approach at (not below) Decision Height/Altitude DH/A.*

Missed Approach

- *Demonstrate knowledge of the missed approach procedure.*
- *Initiate the missed approach procedure upon reaching Decision Height/Altitude if required visual references for landing runway are not obtained.*
- *Establish the helicopter in a safe climb and initiate power changes as required to achieve the performance climb segments.*
- *Follow the designated missed approach procedure or as required by ATC.*

Section 5 - Non-Precision Approach

- a. **Setting and checking of navigation aids, identification of facilities**
Use of navigation aids with regard to promulgated range, identification and interpretation.
- b. **Arrival Procedures, altimeter checks**
Completion of the published arrival procedure or as instructed by ATC including altimeter setting, ATC liaison and RTF procedures.
- c. **Approach and landing briefing, including descent/approach/landing checks**
Completion of the approach briefing, including weather and consideration of instrument approach procedure minima, and all procedures, checks and drills in preparation for landing.
- d*. **Holding procedure**
Completion of the appropriate entry procedures followed by a hold, making the appropriate corrections to heading and time.
- e. **Compliance with published approach procedure**
Compliance with the published vertical and horizontal profile to the nominated minima.
- f. **Approach timing**
Monitoring or controlling the approach procedure using timing as necessary.
- g. **Altitude, speed, heading control (stabilised approach)**
Establishing a stabilised approach speed, using correct techniques for attitude, heading and power control. Correctly assessing drift and rate of descent.
- h*. **Go-around action**
At the minima, or as directed by ATC, transitioning to a climb at the correct speed and completing the checks.
- i* **Missed approach procedure/landing**
Following the missed approach procedure, or continue for visual landing.
- j. **ATC Liaison – compliance, R/T procedure**
ATC liaison using the correct RTF procedures and phraseology, and compliance with procedures and clearances.

Note: * items may be performed in Section 4 or 5.

Non-Precision Approach

- *Select and comply with the appropriate VOR/NDB instrument approach procedure.*
- *Confirm the serviceability of selected navigation equipment.*
- *Comply with all ATC instructions and clearances.*
- *Use correct RTF for VOR/NDB procedures.*
- *Establish the appropriate airspeed for all phases of the approach.*

- *Complete the necessary checks and drills.*
- *Complete the manoeuvring pattern to establish the final approach segment within the specified limits.*
- *Establish the final approach segment and maintain the approach track and vertical profile to MDH/A.*

Missed Approach

- *Demonstrate knowledge of the missed approach procedure.*
- *Initiate the missed approach procedure upon reaching Decision Height/Altitude if required visual references for landing runway are not obtained.*
- *Establish the helicopter in a safe climb and initiate power changes as required to achieve the performance climb segments.*
- *Follow the designated missed approach procedure or as required by ATC.*

SECTION 6 - Abnormal and Emergency Procedure

This section may be combined with sections 1 through 5. The test shall have regard to control of the helicopter, identification of the failed engine, immediate actions (touch drills), follow up actions and checks and flying accuracy, in the following situations;

- a. Simulated engine failure after take-off and on/during approach* (at a safe altitude unless carried out in an FFS or FNPT II/III, FTD 2,3) *multi engine only.
- b. Failure of stability augmentation devices/hydraulic system (if applicable).
- c. Limited panel.
- d. Autorotation and recovery to a pre-set altitude.
- e. Precision approach manually without flight director.*
Precision approach manually with flight director.*

*Only one item to be tested

Appendix 3 Instrument Rating Skill Test Tolerances

The following table is taken from the Flight Examiners Handbook. Tables for PPL and CPL Skill Test are included for comparison.

(Figures in *Italics* are National requirements where no JAR guidance is given)

PROFILE	PPL Skill Test	CPL Skill Test	IR Skill Test & All Revalidations and Renewals
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Altitude or Height

Normal Flight	± 150 ft	± 100 ft	± 100 ft
With simulated engine failure	± 200 ft	± 150 ft	± 100 ft
Limited or partial panel		± 200 ft	± 200 ft
Starting go-around at decision alt/ht			+ 50 ft / - 0 ft
Minimum descent altitude / height			+ 50 ft / - 0 ft

Tracking

All except precision approach	± 10°	± 5°	± 5°
Precision approach			Half-scale deflection azimuth and glidepath
DME Arcing			± 1nm

Heading

All engines operating	± 10°	± 10°	± 5°
With simulated engine failure	± 15°	± 15°	± 10°
Limited or Partial panel		± 15°	± 15°

Speed

Climb and approach	± 15 kt	± 10 kt	± 5 kt
Cruise	± 15 kt	± 10 kt	± 5 kt
Limited or Partial Panel	N/A	± 10 kt	± 10 kt
With simulated engine failure	+ 15 / -5 kt	+ 10 / -5 kt	+ 10 / - 5 kt
Maximum airspeed error at any time	± 15 kt	± 10 kt	± 10 kt

Appendix 4 Guidance Notes to Flight Examiners conducting the Initial IR Skill Test (Helicopters) restricted to multi-pilot operations

1. **Multi Pilot Instrument Rating Flight Test – Requirements (Part-FCL Appendix IX)**
 The multi pilot instrument rating flight test will only be conducted in a multi engine helicopters. *The applicant must have the type on their licence or have completed the LST for the type.*
 Applicants must normally hold a valid EASA Medical Certificate Class 1, however, PPL(I/R) applicants may hold a Class 2 medical certificate. They must be recommended for test by the ATO. A PPL(H) holder must have passed the commercial theoretical knowledge exams.
2. **Provision of Helicopters**
 The helicopter used for the multi-pilot IR (H) must be approved by the CAA in accordance with provisions of Appendix Standards Document 7(A/H).
 The helicopter may be certificated for either multi pilot (MPH) operations or single-pilot operations (providing it is suitably equipped for multi-pilot operations). In the case of a single pilot helicopter, Standards Document 7 (A/H) specifies the minimum level of equipment required. It is expected that MPH helicopters will meet the minimum requirement except some military transport aircraft, which may have different levels of radio navigation equipment.
 The helicopter must be equipped with a forward facing seat immediately behind the pilots' seats or a jump seat such that the Examiner has an uninterrupted view of both pilots' instruments and controls. In addition, an intercom system must be available to the Examiner to enable him to communicate with all crew members. It is not essential that the intercom system allow the Examiner to make R/T transmissions.
 Screens are required as indicated in Standards Document 7(A/H) except for military helicopters where temporary arrangements will be made.
3. **Conduct of the Flight Test**
 The flight test schedule, format of test and flight test tolerances remain similar to that given for the single pilot IR flight test.
4. **Composition of Flight Crew**
 The minimum flight crew necessary for the conduct of tests, including those which are conducted in helicopters certified for single pilot operations, must comprise:
 - The applicant, who will be acting as the Pilot in Command and will occupy the right hand pilot seat.
 - The safety pilot, who will complete the duties of the co-pilot and occupy the left hand pilot seat. The safety pilot will usually be an instructor or training captain who is qualified to act as Captain on the aircraft type being used for the test and will be responsible as the Pilot in Command for the safety and general operation of the aircraft.
 - The Examiner, who may be designated as the Commander, except in circumstances agreed by the Examiner when another qualified pilot is designated as Commander for the flight (such as on military helicopters), will observe the test from the third pilot/jump seat or suitable rear seat position.
 - Any other crewmember required for the safe operation of the helicopter and to comply with the minimum flight crew complement.
5. **Briefing**
 The aircraft Operator or Approved Training Organisation (ATO) shall provide written guidance to students, instructors and aircrew operating in a multi pilot function for both Single and Multi Pilot operations. Instructions shall be contained in the Operations Manual and must include an authorised checklist or in-flight reference card.
 The Operations Manual must include the policy and procedure for conducting all checks and drills for the safe operation of the helicopter and the Flight Examiner must be briefed on the system that will be used. Any written reference material must be available to the Examiner during flight.

The Examiner must confirm with the instructor or training captain the outline of the flight test before briefing the applicant to ensure that the test conforms to the approved operating procedures (e.g. Standard Operating Procedures (SOPs)).

The Examiner will conduct an initial briefing with the applicant and safety pilot (co-pilot) that includes the Flight Test Schedule and Profile.

All crewmembers must attend the main briefing given by the Examiner to ensure that each is familiar with the requirements of the flight.

The safety pilot must be briefed that any intervention by him to prevent an error on the part of the applicant may be deemed a fail in that section, but that this must not deter him from his safety responsibilities.

The safety pilot must be briefed on the actions he is to take on behalf of the Flight Examiner with regard to:

- erecting/dismantling the screens
- taxiing the aircraft with screens erected
- removal of radio aids such as the ILS/DME during the Hold and NDB approach and when to reinstate them
- simulation of an engine failure (SOPs)
- the actions he is to take in the event of an emergency

He/she is to be made aware of their role as a competent co-pilot whilst facilitating the test requirements:

- being prepared to negotiate with ATC if the briefed flight plan has to be altered due to unforeseen circumstances.
- emphasising that any opinion they may have as to the outcome of the test must not be voiced and that any interference in the conduct of the test may invalidate the outcome.

If Section 2 of the test is to be flown then the safety pilot must be briefed on the precise manoeuvres to be flown and how he should direct the applicant during the flight.

Applicants will be expected to brief the safety pilot or crew on their duties both on the ground and in the air including departure, approach and emergency briefs.

Appendix 5 Instrument Rating Test – Common Reasons For Failure

The following is a list of the more usual errors or omissions which constitute fail points:

1. Failure to comply with any speed limitation.
2. Failure to apply the correct altimeter settings at any phase of the flight.
3. Failure to check before flight any one of the flight instruments including the compasses (gyro and magnetic).
4. Failure to check any of the following items during the pre-flight helicopter inspection: pitot head(s) and static heaters; static vents; all de-icing and anti-icing equipment for serviceability; fuel and oil; electrical system.
5. Failure to use any of the above equipment correctly and as appropriately.
6. Failure to check on the ground, as far as possible, any item of radio and navigation equipment, which is to be used during the flight.
7. Failure to complete any checks and drills as prescribed in the approved check list including taxi, engine and pre take off checks.
8. Failure to obtain ATC clearance whenever necessary.
9. Failure to comply with ATC clearances or use correct R/T phraseology and reporting procedures, including use of the transponder.
10. Jeopardising the safety of the helicopter at any time by lack of control such that the Examiner is caused to take over.
11. Exceeding the tolerances of speed, height, and heading/track indicated at Appendix 2 and maintaining the error for an unreasonable period of time.
12. Failure to correctly identify any radio navigation aid before use.
13. Failure to maintain the tracking required within $\pm 5^\circ$ when a good signal is being received at a suitable distance from the transmitter.
14. Correcting track by turning in the wrong direction and maintaining the error for an unreasonable time.
15. Failure to adjust ETAs such that ATA differs from ETA by more than three minutes.
16. Failure to calculate the correct minimum safe obstacle clearances.
17. Failure to apply the correct joining procedure and timing during the holding pattern or to establish the inbound track.
18. Failure to check the airfield minima before commencing an approach to land.
19. Failure to maintain published tracks and reference heights/altitudes for a given instrument procedure.
20. Failure to intercept and maintain the NDB/VOR inbound track before the intermediate descent and final approach fix or facility, or maintain the final approach track and height reference.
21. Failure to maintain within half scale deflection the published glide path and final approach track or to establish the helicopter on a stabilised approach.
22. Exceeding the limits applicable to DH/A or MDH/A for the instrument approach.
23. Failure to comply with the cleared go around and missed approach procedure.
24. Failure to carry out correctly any simulated emergency procedure and maintain the control of the helicopter within the prescribed limits.
25. Failure to achieve departure ATC slot time within acceptable tolerances necessitating a delay and re-filing of the flight plan.
26. Failure to maintain the helicopter on a stable approach path during the instrument approach procedures.

27. Failure to recognise any equipment malfunction within a reasonable period of time.

28. Failure to demonstrate sufficient skill or technique with instrument flying such that excessive helicopter control inputs are required.

Appendix 6 The Multi Engine IR Upgrade

1. *Basic Requirements*

Some candidates undertake their initial IR(H) in a single engine helicopter and when they have completed their type rating conversion course for their first multi-engine (ME) helicopter they then need to complete the ME instrument rating (MEIR).

Such candidates shall complete:

- (a) a training course at an ATO comprising at least 5 hours dual instrument instruction time, of which 3 hours may be in an FFS or FTD 2/3 or FNPT II/III; and
- (b) section 5 of the skill test in accordance with Appendix 9 to Part-FCL on multiengine helicopters.

2. *Administration*

Once the candidate has successfully completed the MEIR, the examiner will complete the forms (SRG 2138 and 1173) and forward these to L&TS at Gatwick who will then issue the MEIR to the candidate.

Appendix 7 Skill Test – Managing stress

As you prepare for your test a certain amount of stress is helpful. Too much stress can be unhelpful, as it can affect your memory and concentration. Even the word **test** can induce panic and doubt. Here are some ways of managing and reducing your stress.

Make sure you eat regularly. Skipping a meal, e.g. breakfast, will make your blood sugar level unstable and this will make the symptoms of stress worse.

Do not be tempted to increase your intake of tea or coffee as caffeine will increase your stress level (a maximum of 5 cups of tea or coffee a day is recommended). Energy drinks may contain high levels of caffeine and will not help.

Exercise has been proved to reduce stress. It uses up the body chemicals produced by too much stress (e.g. adrenalin) and replaces them with endorphins, feel-good body chemicals. You can test this: next time you are going to take exercise note how stressed are you before you start, on a scale of 0 - 10 (where 0 = calm and 10 = stressed), then measure again when you return from the exercise. Therefore exercise on the day before the test and on the day of the test will help to reduce your stress levels. It will also distract you and help you to sleep well the night before. If you are feeling very stressed just before the test, take some vigorous exercise e.g. power walk round the car park before going in.

Stress is increased by negative thoughts e.g. 'I am going to fail this test'. Having the thought will not make any difference directly to the outcome of the test, but will increase your stress levels. Similarly don't load yourself with unreasonable assumptions of your required skills – no test demands a perfect performance.

If you find that despite your best endeavours your stress is higher than is helpful to you, try some distraction. Concentrate on the things around you, refocus your mind and distract yourself from your thoughts. Try listening to other people's conversations, count the number of red things in the room, guess what the people in the room may be going to eat that evening - anything that will engage your attention. The more detailed the task you give yourself, the more distracting it will be.

If you know that you are inclined to become stressed, then plan ahead how you might manage your stress. Decide what exercise you are going to take, and practise what form of distraction you are going to use. Make sure that you allow plenty of time on the day; do as much preparation in advance as is possible. Plan to arrive early and ensure that you have all the equipment that you may need. Don't add to the pressure; is it really sensible to book a flight home immediately after your test? If, say, family pressures are mounting consider a training break until things settle down. Do not be tempted to test just because money is tight – you must be ready.

During your test try to prioritise tasks; omitting or delaying a minor activity is preferable to rushing into a more important event. Listen carefully to ATC, both to your own clearances and instructions as well as to other calls that may affect you. Tell ATC what you want to do and avoid unwanted communication tasks when you are going to be busy.

The best defence against stress is the confidence that comes from sound preparation and regular practice. Various Standards Documents are available to you on the CAA web site which clearly set out what you are required to do. Your instructors are there to deliver the skills training necessary to meet the test standard.

Recurrent training and testing is going to be a feature of your aviation career. Coping with stress is just one more skill to learn on the way.