**SUBPART K. EXAMINERS**

***GM 1*. FCL. 1000 Examiner Certificates**

 *SPECIAL CONDITIONS*

When new aircraft are introduced, requirements such as to hold a licence and rating equivalent to the one for which the skill test is being conducted, or to have adequate flight experience, may not be possible to comply with. In this case, to allow for the first ratings for these aircraft to be issued to applicants, competent authorities need the possibility to issue a specific certificate that does not have to comply with the requirements established in this Subpart. The GDCA of RA should only give these Certificates to holders of other Examiner Certificates. As far as possible, preference should be given to persons with experience in similar types or classes of aircraft, for example, in aircraft having the same kind and number of engines or rotors and of the same order of mass or technology.

The Certificate should ideally be limited in validity to the time needed to qualify the first examiners for the new aircraft in accordance with this Subpart, but in any case it should not exceed the 3 years established in the rule.

***GM 1.* FCL. 1005 ( b ) Limitation of Privileges in Case of Vested Interests**

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

***AMC 1.* FCL. 1010 Prerequisites for Examiners**

When evaluating the applicant’s background, the GDCA of RA should evaluate the personality and character of the applicant, and his / her cooperation with the GDCA.

The GDCA 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.

***AMC 1.* FCL. 1015 Examiner Standardization**

 *GENERAL*

a ) The GDCA 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 ;

b ) The course should last :

1 ) for the FE and FIE, *at least* ***1*** *day*, divided into theoretical and practical training ;

2 ) for other examiners, *at least* ***3*** *days*, divided into theoretical training *(* ***1*** *day )* and practical training in an FFS conducting role played Proficiency Checks and Skill Tests *( at least* ***2***  *days ).*

c ) The GDCA or the ATO should determine any further training required before presenting the candidate for the Examiner assessment of competence.

 *CONTENT*

d ) The training should comprise :

 1 ) Theoretical training covering at least :

( i ) the contents of AMC 2. FCL.1015 and the FEM ;

( ii ) Part - FCL and related AMCs and GM relevant to their duties ;

( iii ) operational requirements and related AMCs and GM relevant to their duties ;

( iv ) national requirements relevant to their examination duties ;

( v ) fundamentals of human performance and limitations relevant to flight examination ;

( vi ) fundamentals of evaluation relevant to applicant’s performance ;

( vii ) management system of ATOs ;

( viii ) MCC, human performance and limitations, if applicable.

2 ) Examiners should also be briefed on the protection requirements for personal data, liability, accident insurance and fees, as applicable in the member state concerned ;

3 ) All items above are the core knowledge requirements for an examiner and are recommended as the core course material. This core course may be studied before recommended examiner training is commenced. The core course may utilize any suitable training format ;

4 ) Practical Training consisting of at least :

( i ) knowledge and management of the test for which the certificate is to be sought. These are described in the relevant modules in the FEM ;

( ii ) knowledge of the administrative procedures pertaining to that test or check.

5 ) For an initial examiner certificate, practical training should include the examination of the test profile sought, consisting of the conduct of *at least* ***2***  *( two ) test or check* profiles in the role of examiner *( these two tests or checks profiles can be performed in the same simulator session ),* including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type. This training is conducted in the aircraft, if approval for testing or checking in the aircraft is required. If examiner privileges in FSTD’s are required, practical instruction in the use of FSTD(s) for testing or checking should also be completed ;

6 ) If examiner privileges are to include the conduct of proficiency checks for the revalidation or renewal of an Instrument Rating, practical instruction should include the conduct of *at least* ***4***  *( four ) instrument check profiles*  in the role of examiner, including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type. This training is conducted in the aircraft, if approval for testing or checking in the aircraft is required.

 If examiner privileges in both FSTD and aircraft are required, *at least* ***1*** *( one ) of the instrument check* profiles should be conducted in an FSTD ;

7 ) For extension of an examiner certificate to further types *( as required for TRE )*, further practical training on the new type may be required, consisting of the conduct of *at least* ***1***  *( one ) test or check profile* in the role of examiner on the new type, including briefing, conduct of the skill test and proficiency check, assessment of the applicant to whom the test or check is given, debriefing and recording or documentation under the supervision of an examiner of the appropriate category on the applicable type.

 A further examiner check on the new type may be required, which may be supervised by an inspector of the GDCA of RA, or a suitably authorized Senior Examiner.

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***AMC 2.*  FCL.1015 Examiner Standardization**

 *STANDARDIZATION ARRANGEMENTS for EXAMINERS LIMITATIONS*

a ) An Examiner should allow an applicant adequate time to prepare for a test or check, *normally not more than* ***1*** *( one ) hour ;*

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

 *PURPOSE of a TEST or CHECK*

c ) Determine through practical demonstration during a test or check that an applicant has acquired or maintained the required level of knowledge and skill or proficiency ;

d ) Improve training and flight instruction in ATOs by feedback of information from examiners about items or sections of tests or checks that are most frequently failed ;

e ) Assist in maintaining and, where possible, improving air safety standards by having examiners display good airmanship and flight discipline during tests or checks.

 *CONDUCT of TEST or CHECK*

f ) An Examiner will ensure that an applicant completes a test or check in accordance with Part - FCL requirements and is assessed against the required test or check standards ;

g ) Each item within a test or check section should be completed and assessed separately. The test or check schedule, as briefed, should not normally be altered by an examiner. A failed item is not always a failed section, for example type rating skill test where a failure of an item in a section does not fail the entire section, only the failed item is taken again ;

h ) Marginal or questionable performance of a test or check item should not influence an examiner’s assessment of any subsequent items ;

i ) An Examiner should verify the requirements and limitations of a test or check with an applicant during the pre - flight briefing ;

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

k ) Any comment on, or disagreement with, an examiner’s test or check evaluation or assessment made during a debriefing will be recorded by the examiner on the test or check report, and will be signed by the examiner and countersigned by the applicant.

 *EXAMINER PREPARATION*

l ) An Examiner should supervise all aspects of the test or check flight preparation, including, where necessary, obtaining or assuring an ATC “ slot “ time ;

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

 *EXAMINER APPROACH*

n ) An Examiner should encourage a friendly and relaxed atmosphere to develop both before and during a test or check flight. A negative or hostile approach should not be used. During the test or check flight, the examiner should avoid negative comments or criticisms and all assessments should be reserved for the debriefing.

 *ASSESSMENT SYSTEM*

o ) Although test or checks may specify flight test tolerances, an applicant should not be expected to achieve these at the expense of smoothness or stable flight. An examiner should make due allowance for unavoidable deviations due to turbulence, ATC instructions, etc.. . An examiner should terminate a test or check only when it is clear that the applicant has not been able to demonstrate the required level of knowledge, skill or proficiency and that a full re-test will be necessary or for safety reasons. An examiner will use one of the following terms for assessment :

1 ) a *“* ***pass*** *“,* provided that the applicant demonstrates the required level of knowledge, skill or proficiency and, where applicable, remains within the flight test tolerances for the licence or rating ;

2 ) a *“* ***fail*** *“* provided that any of the following apply :

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

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

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

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

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

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

3 ) a *“* ***partial pass*** *“* in accordance with the criteria shown in the relevant skill test appendix of Part - FCL.

 *METHOD and CONTENTS of the TEST or CHECK*

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

q ) A test or check flight will be conducted in accordance with the AFM and, if applicable, the AOM ;

r ) A test or check flight will be conducted within the limitations contained in the operations manual of an ATO ;

s ) Contents :

1 ) a test or check is comprised of :

( i ) oral examination on the ground ( where applicable ) ;

( ii ) pre - flight briefing ;

( iii ) in - flight exercises ;

( iv ) post - flight debriefing.

2 ) oral examination on the ground should include :

( i ) aircraft general knowledge and performance ;

( ii ) planning and operational procedures ;

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

3 ) pre - flight briefing should include :

( i ) test or check sequence ;

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

( iii ) safety considerations.

4 ) in - flight exercises will include each relevant item or section of the test or check ;

5 ) post - flight debriefing should include :

( i ) assessment or evaluation of the applicant ;

( ii ) documentation of the test or check with the applicant’s FI present, if possible.

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

u ) When manoeuvres are to be flown by sole reference to instruments, the examiner should ensure that a suitable method of screening is used to simulate IMC ;

v ) An Examiner should maintain a flight log and assessment record during the test or check for reference during the post or flight debriefing ;

w ) An Examiner should be flexible to the possibility of changes arising to pre - flight briefings due to ATC instructions, or other circumstances affecting the test or check ;

x ) Where changes arise to a planned test or check an examiner should be satisfied that the applicant understands and accepts the changes. Otherwise, the test or check flight should be terminated ;

y ) Should an applicant choose not to continue a test or check for reasons considered inadequate by an examiner, the applicant will be assessed as having failed those items or sections not attempted. If the test or check is terminated for reasons considered adequate by the examiner, only these items or sections not completed will be tested during a subsequent test or check ;

z ) An Examiner may terminate a test or check at any stage, if it is considered that the applicant’s competency requires a complete re-test or re-check.

***GM 1.* FCL. 1015 Examiner Standardization**

***a )*** An Examiner should plan per day not more than :

1 ) ***3***  *( three )* tests or checks relating to PPL, CPL, IR or Class Ratings ;

2 ) ***4*** *( four )* tests or checks relating to LAPL, SPL or BPL ;

3 ) ***2*** *( two )* tests or checks related to CPL, IR or ATPL ;

4 ) ***2***  *( two )* assessments of competence related to Instructor Certificates ;

5 ) ***4*** *( four )* tests or checks relating to SP Type Ratings.

***b )*** An Examiner should plan *at least :*

*-* ***2*** *hours* for a LAPL, SPL or BPL ;

- ***3*** *hours* for a PPL, CPL, IR or Class Rating Test or Checks ; *and at least :*

- ***4*** *hours* for FI, CPL, IR, MPL, ATPL or MP Type Rating Tests or Checks,

including pre - flight briefing and preparation, conduct of the test, check or assessment of competence, de - briefing, evaluation of the applicant and documentation.

***c )*** When planning the duration of a Test, Check or Assessment of Competence, the following values may be used as guidance :

1 ) ***45***  *minutes* for a LAPL ( B ) or BPL and SP Class Ratings VFR only ;

2 ) ***90***  *minutes* for LAPL ( A ) or ( H ), PPL and CPL, including navigation section ;

3 ) ***60*** *minutes* for IR, FI and SP Type or Class Ratings ;

4 ) ***120*** *minutes* for CPL, MPL, ATPL and MP Type Ratings.

d ) For the LAPL ( S ) and SPL test or check flight the flight time must be sufficient to allow that all the items in each test or check section can be fully completed.

If not all the items can be completed in one flight, additional flights have to be done.

***AMC 1.* FCL. 1020 Examiners Assessment of Competence**

 *GENERAL*

a ) The GDCA of RA may nominate either one of its inspectors or a Senior Examiner to assess the competence of applicants for an Examiner Certificate.

 *DEFINITIONS*

b ) Definitions :

1 ) *“* ***Inspector*** *“* : the inspector of the GDCA conducting the examiner competence assessment ;

2 ) *“* ***Examiner Applicant*** *“* : the person seeking certification as an Examiner ;

3 ) *“* ***Candidate*** *“* : the person being tested or checked by the Examiner Applicant. This person may be a pilot for whom the test or check would be required, or the inspector of the GDCA who is conducting the examiner certification acceptance test.

 *CONDUCT of the ASSESSMENT*

c ) An inspector of the GDCA or a Senior Examiner will observe all examiner applicants conducting a test on a “ Candidate “ in an aircraft for which examiner certificate is sought. Items from the related training course and test or check schedule will be selected by the inspector for examination of the “ candidate “ by the examiner applicant. Having agreed with the inspector the content of the test, the examiner applicant will be expected to manage the entire test. This will include briefing, the conduct of the flight, assessment and debriefing of the “ candidate “. The inspector will discuss the assessment with the examiner applicant before the “ candidate “ is debriefed and informed of the result.

 *BRIEFING the “ CANDIDATE “*

d ) The “ candidate ” should be given time and facilities to prepare for the test flight. The briefing should cover the following :

1 ) the objective of the flight ;

2 ) licensing checks, as necessary ;

3 ) freedom for the “ candidate “ to ask questions ;

4 ) operating procedures to be followed *( for example operators manual )* ;

5 ) weather assessment ;

6 ) operating capacity of “ candidate “ and examiner ;

7 ) aims to be identified by “ candidate “ ;

8 ) simulated weather assumptions *( for example icing and cloud base )* ;

9 ) use of screens *( if applicable )* ;

10 ) contents of exercise to be performed ;

 11 ) agreed speed and handling parameters *( for example V-speeds, bank angle, approach*

 *minima ) ;*

12 ) use of R / T ;

13 ) respective roles of “ candidate “ and examiner *( for example during emergency )* ;

14 ) administrative procedures *( for example submission of flight plan )*.

e ) The Examiner Applicant should maintain the necessary level of communication with the “ candidate “. The following check details should be followed by the Examiner Applicant :

1 ) involvement of examiner in a MP operating environment ;

2 ) the need to give the “ candidate “ precise instructions ;

3 ) responsibility for safe conduct of the flight ;

4) intervention by examiner, when necessary ;

5 ) use of screens ;

6 ) liaison with ATC and the need for concise, easily understood intentions ;

7 ) prompting the “ candidate “ about required sequence of events *( for example following a go-around ) ;*

8 ) keeping brief, factual and unobtrusive notes.

 *ASSESSMENT*

f ) The Examiner Applicant should refer to the flight test tolerances given in the relevant skill test. Attention should be paid to the following points :

1 ) questions from the “ candidate “ ;

2 ) give results of the test and any sections failed ;

3 ) give reasons for failure.

 *DEBRIEFING*

g ) The Examiner Applicant should demonstrate to the inspector the ability to conduct a fair, unbiased debriefing of the “ candidate “ based on identifiable factual items. A balance between friendliness and firmness should be evident. The following points should be discussed with the “ candidate “, at the applicant’s discretion :

1 ) advise the “ candidate “ on how to avoid or correct mistakes ;

2 ) mention any other points of criticism noted ;

3 ) give any advice considered helpful.

 *RECORDING or DOCUMENTATION*

h ) The Examiner Applicant should demonstrate to the Inspector the ability to complete the relevant records correctly. These records may be :

1 ) the relevant test or check form ;

2 ) licence entry ;

3 ) notification of failure form ;

4 ) relevant company forms where the examiner has privileges of conducting operator proficiency checks.

 *DEMONSTRATION of THEORETICAL KNOWLEDGE*

i ) The Examiner Applicant should demonstrate to the Inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.

***AMC 1.* FCL. 1020 ; FCL. 1025**

 *QUALIFICATION of SENIOR EXAMINERS*

a ) A Senior Examiner specifically tasked by the GDCA of RA to observe skill tests or proficiency checks for the revalidation of examiner certificates should :

1 ) hold a valid or current examiner certificate appropriate to the privileges being given ;

2 ) have examiner experience level acceptable to the GDCA ;

3 ) have conducted a number of skill tests or proficiency checks as a Part - FCL Examiner.

b ) The GDCA may conduct a pre - assessment of the applicant or candidate carrying out a skill test and proficiency check under supervision of an Inspector of the GDCA ;

c ) Applicants should be required to attend a Senior Examiner briefing, course or seminar arranged by the GDCA of RA. Content and duration will be determined by the GDCA and should include :

1 ) pre - course self - study ;

2 ) legislation ;

3 ) the role of the Senior Examiner ;

4 ) an examiner assessment ;

5 ) national administrative requirements.

d ) The validity of the authorization should not exceed the validity of the examiners certificate, and in any case *should not exceed* ***3***  *years.* The authorization may be revalidated in accordance with procedures established by the GDCA of RA.

***AMC 1.* FCL. 1025 Validity, Revalidation and Renewal of Examiner Certificates**

 *EXAMINER REFRESHER SEMINAR*

The examiner refresher seminar should follow the content of the examiner standardization course, included in AMC 1. FCL.1015, and take into account specific contents adequate to the category of examiner affected.

***AMC 1.* FCL. 1030 ( b ) ( 3 ) Conduct of Skill Tests, Proficiency Checks and**

 **Assessments of Competence**

 *OBLIGATIONS for EXAMINERS APPLICATION and REPORT FORMS*

Common Application and report Forms can be found :

a ) For Skill Tests or Proficiency Checks for issue, revalidation or renewal of LAPL, BPL, SPL, PPL, CPL and IR - in AMC 1. to Appendix 7 ;

b ) For Training, Skill Tests or Proficiency Checks for ATPL, MPL or Class and Type Ratings - in AMC 1. to Appendix 9 ;

c ) For Assessments of Competence for Instructors, in AMC 5. FCL. 935.