



FLIGHT EXAMINERS' HANDBOOK (Aeroplanes & Helicopters)

March 2020

NOTICE

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

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

Flight Examiners' Handbook

The purpose of this Flight Examiners' Handbook (FEH) is to provide all single-pilot aeroplane and helicopter examiners (FE, IRE, FIE, CRE(A), TRE(H), SFE(H)) with a convenient and current reference to the conduct of their examining tasks. The 2020 edition of the handbook details the requirements for examining for EASA Part-FCL licences, ratings and certificates. National licences, ratings and authorisations are covered in a supplement at the end of the FEH.

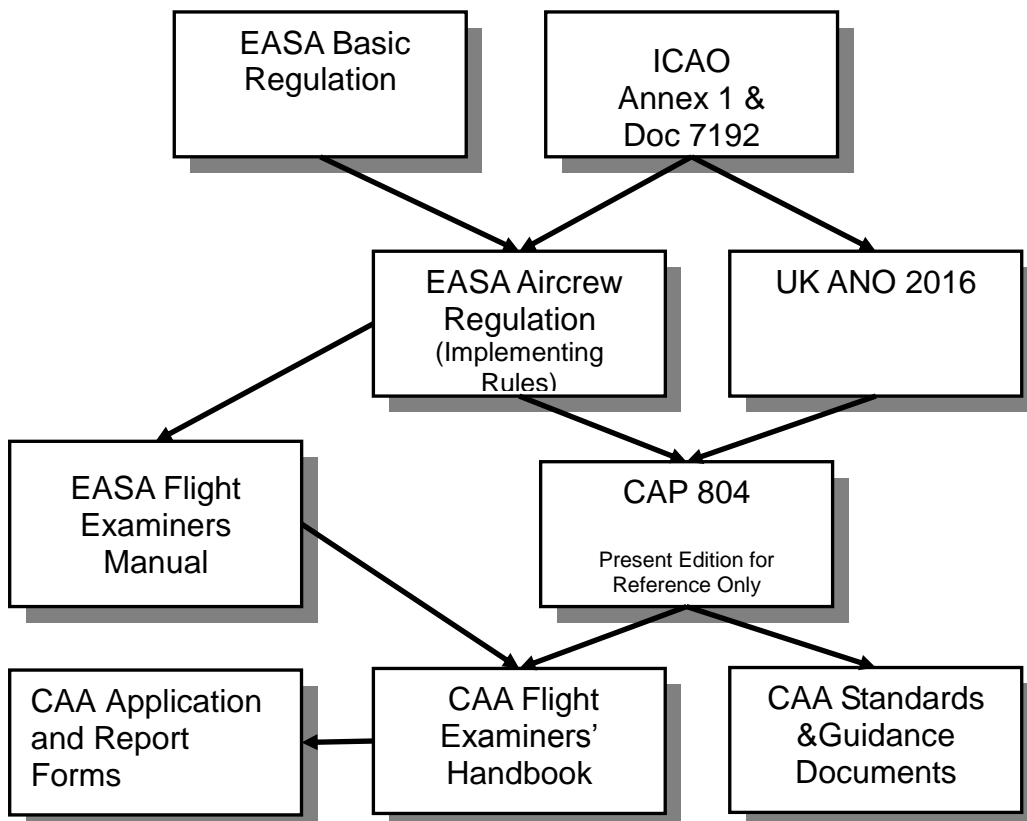
The availability of electronic means of data transfer allows the amount of information contained in this handbook to be minimised. It must be stressed that the source documents (for example ICAO Annex 1, the EASA Basic and Aircrew Regulation, the ANO etc) always have primacy. Furthermore, maximum use should be made of the CAA and EASA web sites to obtain or confirm current references, guidance material, application and report forms etc. This should minimise the amount of reference material that examiners need to carry with them, or keep on file.

Changes introduced by Safety Directives (SD), Safety Notices (SN), Skywise; or as a result of policy change or feedback from certified examiners will be highlighted overleaf. The intention is to amend this handbook on an as required basis. Should you either find incorrect information in this handbook or have any questions regarding your role, privileges and duties as an examiner then contact, in the first instance to one of the Flight Operations Training Inspectors (formerly CAA Staff Flight Examiners).

Capt Rick Newson
 Flight Operations Manager
 Flight Operations

March 2020

The following table identifies where this handbook fits in relation to other documents



RECORD OF CHANGES AND RECENT, RELEVANT INFORMATION OR SAFETY NOTICES AND DIRECTIVES

CHANGE	SUBJECT	MOVED TO	DATE
1	Due to departmental reorganisation, previous reference to, "Shared Service Centre" and replaced by Flight Operations, ATO & FCL.		
2	ANO references changed to ANO 2016		
3	Inclusion of Part NCO		
3	Contact details for CAA Staff Flight Examiners		
4	Examiner Call sign allocation		
4	The text in the following paragraphs has been amended: 2.4, 2.10, 2.16, 2.18, 2.21, 3.7, 3.8, 4.2, 4.3, 4.5.		
5	The briefing guides for LAPL, PPL, CPL and aeroplane class/type rating skill tests/proficiency checks have been amended to change the terminology "fully developed stall" to "stalled condition". See also Standards Documents 3 and 19 dated December 2015.		
6	The briefing guide for LAPL/PPL (H) skill test has been amended to include the use of GNSS for as a navigational aid.		
7	The text in the briefing guide for FI A & H has been amended.		
8	Table: Examiners for extension of LAPL(H) privileges		
CAA IN	SUBJECT	MOVED TO	DATE
2014/192	Change to policy on engine shutdown and restart on MEP and CPL skill tests.- CANX 11/05/16?		
2015/009	The future of the UK IMC rating as the (IR(R))	IN-2016/082	
2015/096	Standardised European Rules of the Air – CAA permissions and exemptions - CANX 31/05/16		
2015/034	Authorisation of Instructors to Sign Certificates of Revalidation - CANX 03/01/2017		
2015/034	Authorisation of Instructors to Sign Certificates of Revalidation – CANX 03/01/2017		
2015/103	Requirement to use CAA designated Examiners to Extend LAPL(H) Privileges.		
2016/003	Procedures for Examiners Holding Part FCL Certificates issued other than by CAA		
2016/004	UK Designation of Examiners for Initial Skill Tests for issue of Licence, Ratings and Certificates		
2016/027	Temporary Certificate of Part FCL Licence Privilege for Ratings or Certificates.	IN-2016/101	26/11/2016
2016/074	AMC1 FCL.1015(d)(7) Examiner Standardisation Extension of an Examiners Certificate to further Types.		
2017/016	Third Country Licence Holders Assessment of Knowledge		
2017/022	Type Rating Instructor (A) & Synthetic Flight Instructor (A) (SFI(A)) Revalidation & Renewal.		
2017/026	Implementation of Performance Based Navigation – Guidance for all Operators, ATO's and Examiners.		

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GLOSSARY OF TERMS USED THROUGHOUT THIS HANDBOOK

Note the suffixes (A) and (H) may be added to any abbreviation to denote specific aeroplane or helicopter requirements.

AC	Aircraft	FOI	Flight Operations Inspector
AE	Authorised Examiner	FOTI	Flight Operations Training Inspector
AFM/AOM	Aircraft Flight/Operating Manual	FRTO	Flight Radio Telephony Operator
AIC	Aeronautical Information Circular	FSTD	Flight Simulation Training Device
AIP	Aeronautical Information Package	GM	Guidance Material
AMC	Acceptable Means of Compliance	GNSS	Global Navigation Satellite System
AOB	Angle of Bank	GPS	Global Positioning System
AoC	Assessment of Competence	HT	Head of Training
AOPA	Aircraft Owners and Pilots Association	IMC	Instrument Meteorological Conditions
ARA	Authority Regulations Aircrew	IF	Instrument Flight
ATC	Air Traffic Control	IFR	Instrument Flight Rules
ATO	Approved Training Organisation	ILS	Instrument Landing System
ATPL	Airline Transport Pilots Licence	IN	CAA Information Notice
BITD	Basic Instrument Training Device	INC	Incomplete
CAP	Civil Aviation Publication	IR	Implementing Rule
CFI	Chief Flight Instructor	IR	Instrument Rating
C of E/T	Certificate of Experience / Test	IRE	Instrument Rating Examiner
C of R	Certificate of Revalidation	IRI	Instrument Rating Instructor
CPL	Commercial Pilots Licence	IRR	IR Revalidation/Renewal
CRE	Class Rating Examiner		
CRI	Class Rating Instructor	LAPL	Light Aircraft Pilots Licence
CRM	Cockpit/Crew Resources Management	LSI	Licensing Standards Inspector
DA/H	Decision Altitude/Height	MAS	Military Accreditation Scheme
DME	Distance Measuring Equipment	MCC	Multi Crew Cooperation
DOC	Designated Operational Coverage	MCCI	Multi Crew Cooperation Instructor
EASA	European Aviation Safety Agency	MDA/H	Minimum Descent Altitude/Height
EEA	European Economic Area	ME	Multi Engine
EFATO	Engine Failure after take-off	MEP	Multi Engine Piston
EIR	En route Instrument Rating		
EU-OPS	Commercial Air Transport (Aeroplanes)	MGI	Motor Glider Instructor (BGA)
FADEC	Full Authority Digital Engine Control	MI	Mountain Rating Instructor
FCL	Flight Crew Licensing	MNPS	Min Navigation Performance Standard
		MPA	Multi Pilot Aeroplane
FE	Flight Examiner	MPL	Multi Crew Pilot Licence
FE(CPL)	Flight Examiner for CPL skill test	MSA	Minimum Sector Altitude
FE(PPL)	Flight Examiner for PPL skill test	NDB	Non-Directional Beacon
FFS	Full Flight Simulator	N/F	Not Flown
FI	Flight Instructor	NAV	Navigation
FIC	Flight Instructor Course (Instructor)	NOTAM	Notice to Airmen
FIE	Flight Instructor Examiner	NPA	Notice of Proposed Amendment
FI(R)	Flight Instructor (Restricted)	NPPL	National Private Pilots Licence

FNPT I / II	Flight Navigation Procedure Trainer ½	ORA	Organisation Requirements Aircrew
Part-FCL	Implementing Rules – Flight Crew Licensing	SLMG	Self-launching Motor Glider
Part NCO	Non-Commercial Operations		
Part-MED	Implementing Rules – Medical	SLPC	Single Lever Power Control
PBN	Performance Based Navigation	SPA	Single Pilot Aeroplane
P1	Pilot in Command	SPH	Single Pilot Helicopter
PC	Proficiency Check	SP HPCA	Single pilot, high performance, complex aeroplane
PIC	Pilot in Command	SPIC	Student Pilot in Command
PICUS	Pilot in Command under Supervision	SSC	Shared Services Centre
PLOG	Pilot Navigation Log	ST	Skill Test
PPL	Private Pilot Licence	STD	Synthetic Training Device
Pu/t	Pilot under training	STI	Synthetic Training Instructor
QTG	Qualification Test Guide	Tech log	Technical Log
RNAV	Area Navigation	TEM	Threat and Error Management
RTF	Radiotelephony	T/O	Take Off
R/T	Radiotelephony	TMG	Touring Motor Glider
S&L	Straight & Level	TRE	Type Rating Examiner
SD	Safety Directive	TRI	Type Rating Instructor
SN	Safety Notice	TRTO	Type Rating Training Organisation
SE (A)/(H)	Senior Examiner	TSI	Training Standards Inspector
SE	Single Engine	UA	Unusual Altitudes
SEP	Single Engine Piston	U/C	Undercarriage
SET	Single Engine Turbo-prop	VFR	Visual Flight Rules
SET(H)	Single Engine Turbine Helicopter	VMC	Visual Meteorological Conditions
		VP-Prop	Variable Pitch Propeller
SFE(H)	Synthetic Flight Examiner (Helicopter)	Wx	Weather
SFI	Synthetic Flight Instructor		

INDEX TO CAA ISSUED STANDARDS & GUIDANCE DOCUMENTS

Standards Document No	Title
1(A)	Notes for the Guidance of Applicants taking the Instrument Rating Skill Test and En-route IR (Aeroplane)
1(H)	Notes for the Guidance of Applicants taking the Initial Instrument Rating Skill Test (Helicopter)
3(A)	Notes for the Guidance of Applicants taking the CPL Skill Test (Aeroplane)
3(H)	Notes for the Guidance of Applicants taking the CPL Skill Test (Helicopter)
4	Requirements for Radiotelephony (RTF) Examiners. (Note that these procedures are undergoing a full review and are likely to change in 2020).
7(AH)	Provision of Aeroplanes and Helicopters for use on CPL and IR Skill Tests. (Note that this Document is no longer maintained and is listed only for historical purposes).
10(A)	Guidance for Instructors, Instructor Trainers and Authorised Flight Instructor Examiners (Aeroplanes) – Assessment of Competence for Instructor Certificates
10(H)	Guidance for Instructors, Authorised Flight Instructor Course providers and Authorised Flight Instructor Examiners (Helicopter)
11	Provision and Conduct of Ground Examinations for the Private Pilot Licence Aeroplanes & Helicopters (Note this is the newly updated version of document withdrawn on 11/07/2016).
14(A)	Guidance for Examiners and Information for Pilots - Single Pilot Aeroplanes (SPA). Class, Type and Instrument Rating Skill Tests and Proficiency Checks (Excluding single-pilot high performance complex aeroplanes).
14(H)	Guidance to Type Rating Examiners – Single Pilot Helicopters. Type and Instrument Rating Skill Tests and Operator Proficiency Checks
18	Guidance for the Qualification and Approval of Flight Navigation Procedures Trainers (FNPT & BITD)
19(A)	Notes for the Guidance of Applicants taking the LAPL/PPL Skill Test (Aeroplanes)
19(H)	Notes for the Guidance of Applicants taking the LAPL/PPL Skill Test (Helicopters)
21	Standardisation and Certification of Examiners (Single Pilot aircraft).
22	Policy and Guidance to Senior Examiners for Single Pilot Aeroplanes (Excluding Single Pilot High Performance Complex Aircraft).
25	Notes for the Guidance of Applicants taking the Initial Skill Test or Revalidating the Instrument Meteorological Conditions (IMC) Rating (Aeroplanes)
29	Guidance on the requirements for the training and testing of Human Factors for Flight crew under EASA Part ORO and Part FCL.
31	Organisations Conducting Approved courses of Flight and Ground Training.
40	In association with the British Balloon and Airship Club: Authorisation of Balloon and Airship Examiners
55	Guidance Criteria for the Approval of Training Organisations Offering Courses of Training for Pilots Licences, Ratings and Certificates

CAA STANDARDS DOCUMENTS & issued FORMS

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

All Standards Documents and forms relating to flight crew licensing and flight examining are available on the CAA web site as PDF documents at: www.caa.co.uk. These forms are subject to amendment. Examiners should only download forms when they are required to ensure that the current form is used.

CAP 804 - Flight Crew Licensing: Mandatory Requirements, Policy and Guidance (Go to CAA website for information – Note this document is available for reference only).

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

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

Visitors to the website may view, download and reproduce this file for use by their company or organisation, or for their own personal use.

Printed copies of CAP 804 are available for purchase from the CAA's sales agency for printed publications:

TSO, PO Box 29, Norwich NR3 1GN

www.tsoshop.co.uk

E-mail: caa@tso.co.uk

Telephone orders/General enquiries:	0844 477 7300
Fax orders:	0870 600 5533
Text phone:	0870 240 3701

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

EASA Regulatory Documents

The EASA website is at www.easa.europa.eu

The EASA Basic and Aircrew Regulations, including Part-FCL, Part-ARA and Part-ORA, and the requirements for Air Operations, Part-CAT, Part-NCC and Part-NCO plus the associated AMC and GM can be viewed at:

<http://www.easa.europa.eu/regulations>

(Note that use can also be made of 'Easy Access Rules for Part-FCL, Part-ARA and Part-ORA, Part-SERA and Part-NCO (Annex VII of Part-Air OPS) are downloadable using the link above).

CALLSIGN ALLOCATIONS

The EXAM callsign (trigraph EXM) is to be used only when conducting initial CPL and IR skills tests on behalf of the CAA.

STAFF FE/INSPECTORS

EXAM	Name
01	Captain I McClelland
02	Captain I MacGregor (H)
03	Captain F Cross (H)
04	Captain R Craske (H)
05	Captain MWJ Young
06	Captain RE Wall
07	Captain R Newson (H)
08	Captain P Connelly (H)
09	Captain David Riley
10	Captain B Baldwin (H)

IRE and FE(CPL) (A) and (H)

(The EXAM callsign (trigraph EXM) is to be used only when conducting initial CPL or IR tests on behalf of the CAA)

EXAM	Name	EXAM	Name
11	Captain D Heather-Hayes	32	Captain S Rees
12	Captain C Auty	33	Captain M Patel
13	Captain C Hiett	34	Captain D Arkell (H)
14	Captain A Whitehead	35	Captain AV Glover
15	Captain C Gowers	36	Captain L Smith (H)
16	Captain N Mack	37	Captain M Young
17	Captain K Dennington	38	Spare
18	Captain S Oddy	39	Captain G Corcoran
19	Captain S Judd	40	Captain PD Godwin
20	Captain A Ballantyne	41	Captain J Piper
21	Captain R Rowe	42	Captain P Jones
22	Captain S Hill	43	Captain R Gibson (H)
23	Captain L Hearn	44	Captain T Orchard
24	Captain J Jackson	45	Captain PH Smerdon
25	Captain D Dashwood	46	Captain P Taylor
26	Captain L Plews	47	Spare
27	Capt S Atkins	48	Captain PL Freestone
28	Captain D Simmonds	49	Captain JS Develin
29	Captain R Wells	50	Captain M Rawlings
30	Captain A Jones	51	Captain A Mollison
31	Captain R Poppe (H)	52	Captain JS Simmonds

EXAM	Name	EXAM	Name
53	Captain D Pratt	82	Captain R Ibanez Chamorro
54	Captain S Green	83	Captain B Darwin
55	Captain B Wood	84	Captain A McLaird
56	Captain J Stanwix	85	Captain P Smith
57	Captain T Armstrong	86	Captain VC Robertson
58	Captain N McMillan	87	Captain K Ambrose
59	Captain M Beeston	88	Captain J Stratford
60	Captain M Forsyth (H)	89	Captain A Buckle
61	Captain R Frost	90	Captain IWB Davidson
62	Captain C Rand	91	Captain D Hoy
63	Captain M Kent (H)	92	Captain C Caine
64	Captain M McDougall (H)	93	Captain R Flanagan
65	Captain P Quick (H)	94	Captain P Bradbury
66	Captain A Villasden	95	Captain S Fisher
67	Captain E Nevill	96	Captain A Simmons
68	Captain S Byam (H)	97	Captain A Balfour
69	Captain J Skinner (H)	98	Spare
70	Captain I Weinstein	99	Not Used
71	Captain S Hale	100	Not Used
72	Captain PS Griffiths	101	Captain J Dale
73	Captain DH Thomas	102	Captain A Wrigley
74	Captain G Day (H)	103	Captain R Bristowe
75	Captain S Catton	104	Captain G Brooking
76	Captain R Fox (H)	105	Captain G Hagarty
77	Captain J A Todd	106	Spare
78	Captain R Downey (H)	107	Spare
79	Captain PJ Bell	108	Captain L Fordham
80	Captain C Cooper	109	Captain J Daly (H)
81	Captain M Pinney	110	Spare

Section 1 EXAMINER REQUIREMENTS AND CERTIFICATION

1.1. Legal Basis for Examining

- 1.1.1. The European Aviation Safety Agency (EASA) came into being in September 2003 to administer the new European aviation regulations and rules, and in some circumstances to apply the regulations directly. EU legislation applies to most of the aircraft in Europe (and in some respects to those operating into Europe that are registered elsewhere).
- 1.1.2. EASA regulations apply to the aircraft, their pilots, operators, and those who design, manufacture and maintain them. There are specific exceptions set out in the legislation and aircraft excluded from EASA's remit remain under national regulations. The scope and exclusions were determined in 2002 following a review of the basis of airworthiness certification and responsibilities, but as the categorisations are enshrined in the "Basic EASA Regulation" (Regulation 216/2008) they apply to licensing and operations as well, except where specific provisions are made to the contrary in the Basic EASA Regulation. The EASA Aircrew Regulation (Regulations 1178/2011 as amended) defines dates after which licences issued under national rules will no longer be valid for flying aircraft that are within the scope of the EU regulations – "EASA aircraft". Any pilot who intends to fly an "EASA aircraft" registered in the EU after the applicable dates will have to hold an appropriate EASA licence (or a validation if he has a licence from a country that is not an EASA Member State). In some circumstances, the licensing requirements will also apply to the pilots of EASA aircraft registered outside the EU. The EASA Aircrew Regulation is split into a 'cover' regulation to which are attached several annexes known as parts: Part-FCL (Annex I) covers pilot licensing; Part-MED (Annex IV) covers medical rules; Part NCO (Annex IV) covers non-commercial operations with other than complex motor powered aircraft; Part-ARA (Annex IV) covers rules for aviation authorities; Part-ORA (Annex VII) covers rules for training organisations. These are known as the Implementing Rules.
- 1.1.3. Part-FCL and Part-ARA lay down the rules governing the issue of licences, ratings and certificates, including examiner certificates.

1.2. Examiner Certification

- 1.2.1. There are six single-pilot examiner roles

- Flight Examiner (FE)
- Class Rating Examiner (Aeroplane) (CRE(A))
- Instrument Rating Examiner (IRE)
- Flight Instructor Examiner (FIE)
- Type Rating Examiner (TRE)
- Synthetic Flight Examiner (SFE)

In addition, examiners may be appointed as Senior Examiners (SE) with authorisation to conduct assessments of competence for the certification of examiners.

- 1.2.2. The CAA will issue examiner certificates to suitably qualified persons of integrity to conduct skill tests, proficiency checks and assessments of competence. The prerequisites, standardisation, validity, privileges and limitations of examiner certificates are set out in Part-FCL Subpart K.
- 1.2.3. The CAA is empowered to grant flight crew licences subject to the rules laid down in the EASA Implementing Rules. The CAA must ensure that any applicant has qualified by reason of knowledge, competence and skill to hold the appropriate licence, rating or certificate. The CAA will issue certificates to suitably experienced and qualified pilots as examiners to conduct the necessary skill tests, proficiency checks or assessments of competence. The certificate issued to each examiner indicates the privileges and validity of the examiner authorisation. Examiners are responsible for ensuring that their licence, ratings and certificates are all valid before undertaking any test, check or assessment of competence. Tests, checks or AoC undertaken by an examiner with an invalid aircraft rating, instructor certificate or examiner certificate will be deemed to be invalid. Applications to vary, revalidate or renew examiner certificates shall be made to the examiner cell in the Shared Service Centre at Gatwick.

- 1.2.4. Examiners shall hold a licence and rating or certificate granting privileges at least equal to the licence/rating/certificate applied for by the applicant and the privilege to instruct for the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is being conducted. Examiners shall be qualified to act as pilot in command of the aircraft during a skill test, proficiency check or assessment of competence and shall meet the applicable experience and standardisation requirements. Part-FCL Subpart J lays down the minimum experience required before instructional privileges can be extended to another class or type. Standards Document 21 provides guidance to the experience and testing requirements to add another class or type to an existing examiner certificate. With the exception of the SEP and TMG, in addition to holding a valid class or type rating, examiners must be in current flying practice on the type being used for any flight test or must have received differences training on that type within the previous 2 years. Examiners holding a limited medical category may have their examiner authorisation restricted. Where no suitably qualified examiner is available a suitable inspector or examiner may be authorised by the CAA.
- 1.2.5. Providing examiners meet the qualification, experience and certification requirements for each separate role undertaken they are not confined to a single role as FE, CRE, IRE, FIE, TRE or SFE.
- 1.2.6. Examiners must comply with the appropriate standardisation arrangements laid down in Part-FCL Subpart K and the associated AMC and GM.
- 1.3. Flight Operations Training Inspectors (Formerly CAA Staff Flight Examiners)**
- 1.3.1. The CAA employs a number of Flight Operations Training Inspector (formerly, Staff Flight Examiners). In addition to acting as 'inspectors from the competent authority' as defined by Part-FCL, these examiners may hold FE, CRE, TRE, IRE, SFE and/or FIE examiner certification.
- 1.4. Disciplinary Policy for Certified Examiners**
- 1.4.1. Part-FCL.1010 precludes the issue of an examiner certificate to anyone who has been subject to sanction for breach of the Basic Regulation or Implementing Rules within the previous 3 years. AMC1 to FCL.1010 requires the Authority to take note of convictions for any relevant criminal or other offences when assessing examiner suitability. Relevant offences include, but are not limited to, financial, sexual or drug and alcohol related matters.
- 1.4.2. Part-ARA lists the circumstances under which the CAA can limit, suspend or revoke licences, ratings or certificates, but this list is not exhaustive. The list includes 'unacceptable performance in any phase of the flight examiner's duties or responsibilities. Examples of unacceptable performance include:
- Falsification of or failure to keep records
 - Propensity not to abide by rules and regulations
 - Any action that would impact on flight safety or on the safety of persons on the ground.
- 1.4.3. If it becomes apparent that an examiner is failing to achieve the standards expected of him/her, the CAA will take appropriate steps to rectify the situation. Among the courses of action available are the following:
- Interview
 - Formal warning
 - Requirement for retraining and/or reassessment of examiner competence
 - Suspension of examiner certificate
 - Revocation of examiner certificate
- 1.4.4. The course of disciplinary action will depend on the circumstances of the individual case and will not necessarily follow the sequence listed above. An examiner's certificate may be provisionally suspended pending investigation of an alleged offence or until remedial action such as retraining, and/or an assessment of competence is completed.
- 1.4.5. The CAA will take suspension or revocation action where it is considered that the CAA cannot remain satisfied as to the fitness or qualification of an examiner.

- 1.4.6. In the event of a proposal to suspend or revoke a certificate, an examiner will be entitled to request a review of the proposal in accordance with Regulation 6 (5) of the Civil Aviation Authority Regulations 1991.
- 1.4.7. In addition the CAA operates a Fitness of Character Policy, the framework for which can be found on the CAA Website and at Appendix 11 of this document.

Section 2 FLIGHT TESTS - MISCELLANEOUS GUIDANCE

2.1. Fees

- 2.1.1. For all tests where a test or booking fee is due to the CAA, the appropriate fees shall be paid in advance and a receipt should be presented to the examiner.

2.2. Training

- 2.2.1. Applicants for any skill test must have completed all the required training for the issue of that licence, rating or certificate before the flight test and have been recommended (in writing) for the test by the organisation or person responsible for the training*. Before any skill test all relevant Theoretical Knowledge (TK) examinations must have been passed. However, integrated course students may attempt a skill test prior to having passed all the examinations if they have completed all the TK training. The applicant's training records and personal flying log book must be made available to the examiner to verify that the applicant complies with all the qualification, training and experience requirements in Part FCL for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken. After completion of the skill test or proficiency check, the examiner will complete the examiner's report which will include a declaration that the examiner has received information from the applicant regarding his/her experience and instruction and found that the experience and instruction complies with the applicable requirements in Part-FCL. Copies of the flight report are required for, the applicant, the examiner, the CAA plus the examiner's National Authority if it is not the UK CAA.

* Note: applicants for the IR or EIR who are credited in full with the theoretical knowledge training and examinations and flight training on the basis of holding a valid IR issued in accordance with the requirements of Annex 1 to the Chicago Convention, and who have not undertaken training at an ATO prior to test, will not be in possession of training records, a course completion certificate or a recommendation for test.

2.3. Licence and Medical Validity

- 2.3.1. It is an individual's responsibility to ensure that the licence, medical, ratings and certificates are valid before acting as the member of a flight crew. However, examiners should invariably check an applicant's licence and medical certificate to ensure that any rating or certificate renewed or revalidated as a result of a flight check, or by experience, will be valid. (Note: EASA licences and National licences issued after 17 Sep 2012 are non-expiring),
- 2.3.2. Checks, tests and assessments of competence for rating or certificate issue, renewal or revalidation may be carried out on individuals whose licence or medical is out of date. However, before the flight, the examiner must point out such discrepancies to the applicant and explain that, irrespective of the result of the flight test, the applicant will not be able to exercise the privileges of the rating unless and until the medical certificate and/or licence has been renewed. In the case of an expired medical certificate, the Certificate of Revalidation can still be signed if appropriate, however the applicant can only record the flight as Dual. For any check, test or assessment of competence that requires the applicant's licence to be reissued, the applicants will be required to state on the application form that they have a current medical certificate or that they have a medical examination booked. The CAA will not re-issue a licence unless the applicant has a current medical certificate. Where a check is carried out on an individual whose licence has expired, no entry should be made on the Certificate of Revalidation. The applicant's copy of the completed application and report form should then be annotated that no entry has been made in the applicant's licence.
- 2.3.3. If the examiner is satisfied that all relevant documentation is in order he may proceed with the check/test; however, if the inspection of the documentation raises any concerns as to the fitness or qualification of the individual to take the test or to exercise the privileges which a

pass would confer, the examiner should refer the matter to the CAA for confirmation that he may proceed with the test.

2.4. Restrictions - who can test

2.4.1. Following the UK's transition to EASA, it became necessary for all examiners to hold an EASA licence in order for them to exercise their examiner privileges upon applicants who hold an EASA licence. Examiners, who hold only national licences, but not EASA compliant licences, may no longer exercise their examiner privileges on applicants who hold an EASA licence.

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

Examiners shall not conduct:

(a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:

(1) to whom they have provided more than 25% of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or

(b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

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

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

2.5. Test and Check Scheduling

2.5.1. The following guidance is taken from GM1 FCL.1015. It should be noted that there are contradictions in the maximum number of tests/checks an examiner should plan to administer per day and in the minimum recommended duration for certain tests/checks. CAA policy is that examiners should plan on the more conservative figure. An examiner should plan per day not more than:

- (1) 3 tests or checks relating to PPL, CPL, IR or class ratings
- (2) 4 tests or checks related to LAPL, SPL or BPL
- (3) 2 tests or checks related to CPL or IR
- (4) 2 assessments of competence related to instructor certificates
- (5) 4 tests or checks related to SP type ratings

The UK CAA recommends minimum test flight and ground times as follows:

Test	Ground (including brief/ planning/debrief)	Flight (Aeroplane) (block time)	Flight (Helicopter) (flight time)	Total
PPL/LAPL	2 hrs	2 ¹ / ₄ hrs	1 ¹ / ₂ hrs	4 ¹ / ₄ hrs
CPL	2 hrs	2 ¹ / ₄ hrs	1 ¹ / ₂ hrs	4 ¹ / ₄ hrs
IRT	2 hrs	2 hrs	1 hr	4 hrs
Class or Type Rating	1 hr 10 mins	50 mins	1 hr	2 hrs
Class Rating or Type plus IR	2 hrs	2 hrs	2 hrs	4 hrs
FI	4 ¹ / ₂ hrs	1 ¹ / ₂ hrs	1 hr	6 hrs

2.5.2. Single pilot proficiency checks with an IR revalidation, LAPL, PPL and CPL(H) Skill Tests may, by agreement, be flown in one flight or as two separate flights on the same day; in both instances sufficient time must be allowed by the examiner to permit full preparation by the applicant.

2.5.3. All CPL Skill Tests, Instrument Rating Skill Tests and Examiner AoC are to be arranged through flighttestbookings@caa.co.uk and where prior notification is required, this should be obtained from testnotification@caa.co.uk. The CAA reserves the right to allocate a CAA Flight Operations Training Inspector to conduct, or observe any test, check or assessment of competence as it thinks fit.

2.6. Testing During Training Flights

2.6.1. Class and type rating skill tests and proficiency checks should never be combined with instructional flights for some other purpose (e.g. FI(R) training). Such flights would require the examiner to move from an instructor/student relationship to an examiner/applicant relationship in the middle of a flight and this can lead to confusion and misunderstanding. Furthermore, if the training flight is being conducted as part of an approved course of training then the time recorded for that flight would normally count towards the required course totals. Flight time taken for the conduct of a test is not part of the training syllabus and so cannot be counted as syllabus flight time.

2.7. Weather Conditions

2.7.1. Examiners are to ensure that the weather conditions are adequate for the test. Applicants must be prepared to operate within the constraints of the weather limits detailed in the operations manual of their training organisation or operator. This should not include limits declared solely for the supervision of ab-initio student pilots; the weather minima for test must be appropriate for the planned operation and the privileges of the licence or rating being sought. Recommended weather parameters for licence and rating skill tests and proficiency checks, plus instructor assessments of competence, are shown at the relevant Appendices to this handbook. Using an excuse of unsuitable weather, when the weather is within the limitations of the relevant operations manual, should not normally be considered an appropriate reason to decline the test.

2.8. Airfields to be Used

2.8.1. In accordance with ANO 2016 Articles 207 and 208, all flight instruction and testing in aeroplanes with a MTOW of more than 2730 kg or helicopters with a MTOW of more than 3175 kg for the purpose of becoming qualified for the grant of a pilot's licence or the inclusion of an aircraft rating or a night rating must be carried out at a licensed aerodrome or at a UK Government aerodrome. A Government aerodrome is one that is occupied by, and where all flying is under the direct control of, a government department or visiting forces. A list of Government aerodromes available for civilian use appears in the UK AIP. In accordance with ANO 2016 Article 209, training and testing in aeroplanes with a MTOW of 2730kg or less or helicopters with a MTOW of 3175 kg, or less for the grant of a pilot's licence or the inclusion of an aircraft rating or a night rating may take place at unlicensed aerodromes providing that both the aerodrome operator and the commander of the aircraft are satisfied that adequate facilities exist for the safe conduct of such flights. In addition, Part-ORA lay down requirements for aerodromes used by ATOs. The CAA has published CAP 793 to give further guidance on this subject. Whilst training and testing for the grant of an FI certificate or Instrument Rating or the revalidation or renewal of an existing rating or certificate does not fall under the provision of these articles, commanders of such flights shall comply with ANO 2016 Articles 69 & 75 and satisfy themselves that the flight can be safely carried out.

2.9. Aircraft Approval

2.9.1. The training organisation/individual responsible for the training of the applicant shall ensure that the aircraft provided for test can satisfy all the test/check requirements. If the examiner determines that the aircraft is unsatisfactory for the purposes of the test/check (for example: unserviceable ancillary equipment, systems, instruments or radio navigation aids) the organisation/individual should be informed and given reasonable opportunity to rectify the issue. Where the issue cannot be rectified, or will result in an unreasonable delay, the examiner, may cancel the test. In these circumstances, all test fees may be forfeited and, when necessary, a new booking for test will be required and will be subject to appropriate fee(s). Where private aircraft are used for test, the previous paragraph applies except that the owner/operator is responsible for ensuring the aircraft is suitable for use on test.

2.10. Airworthiness Requirements

2.10.1. Aircraft in the UK are now either issued an EASA Certificate of Airworthiness or, for aircraft to which the Basic EASA Regulation does not apply, a UK CAA Certificate of Airworthiness. The categories of aircraft to which the Basic EASA Regulation does not apply are set out in Annex II to the Regulation. Aircraft holding a valid EASA Certificate of Airworthiness and Airworthiness Review Certificate (ARC) may be used for remunerated flight training and testing subject to their meeting the airworthiness requirements laid down in CAP 747 in that their engine/s must be changed on 'life' rather than on 'condition'. For remunerated tests and checks, aircraft holding a valid UK CAA Certificate of Airworthiness must be maintained to a recognised and accepted maintenance standard that meets the requirements of the ANO or Part-NCO (IDE) regarding non-commercial air operations with other than complex motor powered aircraft; and must hold a Certificate of Maintenance Review. Examiners must ensure that any test aircraft meets these airworthiness provisions. Group or privately-owned aircraft that are maintained to private standards under an EASA Certificate of Airworthiness or UK CAA Certificate of Airworthiness may only be used for remunerated checking/testing under very specific conditions and must meet certain additional maintenance requirements. These provisions are granted as General Exemptions and promulgated in Official Record Series documents that are amended periodically.

2.11. New Technology Aircraft

- 2.11.1. To conduct flight tests effectively it is important that examiners are competent in the use of the modern systems now being found in the latest GA aircraft.
- 2.11.2. Before testing on any aeroplane with a Single Lever Power Control (SLPC) system, such as the DA-40, examiners must have current differences training as required by Part-FCL and the guidance given in CAP 804.
- 2.11.3. Before testing on any aircraft equipped with an integrated EFIS, examiners must have completed the differences/familiarisation training required by the manufacturer's OSD and Part-FCL. (Note: An integrated EFIS is one where both gyroscopic and pressure instruments are integrated into a combined electronic display).

2.12. Simulated Instrument Flying

- 2.12.1. 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 (this can include the use of 'foggles') If there is any doubt the matter shall be referred to a CAA FOTI.

2.13. Flight Tests in Annex I Aircraft

2.13.1. Aircraft to which the Basic EASA Regulation does not apply are commonly referred to as 'Annex I Aircraft' or 'Non-EASA' aircraft. These aircraft include vintage and ex-military types such as the Chipmunk and Tiger Moth. Where these aircraft fall into an EASA class such as SEP the ANO 2016 authorises UK-issued EASA licence holders to fly these aircraft and to carry out training and testing for Part-FCL licences and ratings in them. However, UK-issued licence holders cannot fly non-UK registered Annex II aircraft unless they have met the licence validation and any other requirements of the state of registration even when the state of registration is in the European Economic Area.

2.14. Flight Tests in the UK in Foreign Registered Aircraft

- 2.14.1. Flight tests and training in aircraft registered outside the European Economic Area or UK Dependent Territories are subject to both airworthiness and licensing restrictions. If 'valuable consideration' is to be given to the examiner or instructor, then the aircraft is subject to ANO 2016 Art 252. Prior to undertaking such a flight, the operator of the foreign registered aircraft will be required to obtain an operating permit (permission). Further information is available at www.caa.co.uk/foreigncarrierpermits or telephone 02074536436.
- 2.14.2. In addition, before acting as pilot-in-command of a foreign registered aircraft, the licensing requirements of the state of registration must be met in accordance with ANO 2016 Art 148. In the case of EASA member state aircraft, a valid EASA licence is required.

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

- 2.15.1. Article 8 of the Aircrew Regulation states the requirements for the issue of EASA licences to ICAO licence holders. Applicants shall comply with all the requirements of Part-FCL, except that the requirements of course duration, number of lessons and specific training hours may be reduced. The credit given to the applicant shall be determined by the Member State to which the pilot applies based on a recommendation from a training organisation. In addition to evidence of course completion and recommendation for test, such applicants for any licence (except ATPL), rating or initial FI assessment of competence must present to their examiner written agreement from the CAA to carry out an abridged course unless the CAA have published a minimum training requirement for the abridged course and this requirement has been met. Further guidance is in CAP 804.
- 2.15.2. Applicants for an IR or EIR who are credited in full of the theoretical knowledge and flight training requirements of Part-FCL based on holding a valid IR, issued in accordance with the requirements of Annex 1 to the Chicago Convention, may apply directly to Flight Test Bookings for designation of an examiner. Further information is in Standards Document 1.

2.16. Flight Tests on Non-UK EASA Licence Holders

- 2.16.1 UK-issued EASA examiner certificates are only automatically valid for testing applicants whose State of Licence Issue is the UK (ie: medical records are held by the UK CAA). Should an examiner be asked to test an applicant whose State of Licence Issue is not the UK they must ensure that they comply with the requirements of FCL.1015(c) and any other administrative and procedural requirements set by that member state, including requirements for the designation of examiners. Examiners must comply with the latest version of the EASA Examiners Differences Document which is available on the EASA website,

2.17. EASA Flight Tests outside the UK

- 2.17.1. UK examiners may carry out EASA flight tests in both EASA and non-EASA states provided they meet all National regulations, especially those regarding aircraft captaincy and aerial work, in addition to the appropriate EASA requirements.

2.18. Testing of Service Pilots under the UK Military Accreditation Scheme

- 2.18.1. Article 10 of the Aircrew Regulation covers credits for military service. The UK has developed the Military Accreditation Scheme (MAS) in accordance with this Article and it is described in CAP 804. An applicant for the licence, rating or certificate is not required under the terms of the MAS to complete training at an training organisation prior to undertaking the Skill Test and the Declaration of the Commanding Officer or a training organisations HT (Section 7 of form SRG2133) is acceptable as a Recommendation for Test required by FCL.030. However, as military commanders may not be aware of all the elements of the relevant skill test, any training organisation that is instrumental in presenting a military pilot for a skill test should ensure that the applicant is fully aware of the contents of the relevant Standards Document. If an examiner arrives to conduct a skill test and that test cannot take place because it is apparent the applicant has not met all the training requirements for the test, the examiner's fee will still be forfeit even if the flight does not take place.

2.19. Use of a Dummy Applicant for Examiner Assessments of Competence

- 2.19.1. For an examiner assessment of competence, it is often necessary to use a dummy applicant. This may be the Senior Examiner (SE) himself acting as an applicant whilst conducting the assessment, as in the case of FE (PPL) and FIE certification, or another SE plus an inspector as in the case of initial certification as FE (CPL), TRE, IRE and CRE (with IR revalidation/renewal privileges).
- 2.19.2. The dummy must act as an applicant in all respects and should have available the relevant paperwork to show the examiner when requested. During the flight, it is important that the applicant makes some errors (whether by accident or design is immaterial) so that the examiner may observe, exercise judgment, assess and have something to debrief. The errors are also important so that the examiner can be seen administering the application and report forms and detailing retesting and further training if appropriate. This will help to show that the examiner understands his duties. A 'PASS' with no errors would prove very little. The dummy must not make the mistakes too subtle nor set any traps for the examiner; he must try to

reproduce a typical flight from a marginal candidate. Thus, the person acting as the dummy applicant needs to be an experienced examiner.

- 2.19.3. Where a dummy is used, the examiner must be briefed that he should conduct the test as though he had a genuine applicant and should make moves to terminate the test early if this would have been an appropriate course of action in the real case. The SE may override this decision if necessary.

2.20. Carriage of Passengers

- 2.20.1 There are a significant number of risks relating to the carriage of passengers on test flights. For this reason, examiners are strongly discouraged from carrying passengers during flight tests for the issue, renewal or revalidation of licences, ratings or certificates. Should carriage of a passenger be considered necessary, examiners are advised to seek advice from a Flight Operations Training Inspector. Senior examiners or trainee examiners observing the conduct of flight tests are not considered to be passengers for this instruction. (Note: reference should also be made to NCO.OP.180 Simulated Situations in Flight).

2.21. Insurance

- 2.21.1. Examiners should always clarify their position regarding insurance before conducting a test. Although aircraft in the EU must now carry third party insurance cover, this cover may be limited to aircraft commanders who are members of a club, group or school and may preclude flight instruction or examining. Furthermore, it is unlikely that such insurance will cover personal injury or death of the examiner. Any cover that examiners currently enjoy by being employed at a training organisation may not cover them while undertaking examiner duties elsewhere. Examiners are therefore strongly recommended to take out insurance to cover themselves against both personal liability and personal injury while examining. Some insurance provision is made by the CAA, but only for Staff Examiners, IREs (not CRE/IRR), FE(CPL)s and FIEs.

2.22. Callsigns

- 2.22.1. EXAM callsigns are only to be used when conducting skill tests for the initial issue of an Instrument Rating or a Commercial Pilot's Licence. For any other test flight, the aircraft registration or an ICAO (company) callsign should be used.

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

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

Section 3 FLIGHT TESTING & ASSESSMENT

3.1. Definitions

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

3.2. Aim of the Flight Test

3.2.1 The examiner is to:

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

3.2.2. It is essential that a common standard is applied by all examiners. However, because every flight will be conducted in different and sometimes widely varying conditions and circumstances, each examiner must consider all aspects when assessing the flight. Notwithstanding this, it is not appropriate to make allowance for poor training. Examiners must exercise sound judgement and impartiality throughout their duties.

3.2.3. The following basic principles apply:

- An examiner must 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. All the manoeuvres and procedures set out in the appropriate test schedule must be undertaken. Some test/check schedules list mandatory (M) items which are the minimum requirements; but the remaining items remain optional for the examiner to pursue at his discretion if they are briefed prior to flight.
- 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.
- For some tests a failed item in a section results in that section being failed; the re-test requires the entire section to be taken again. For other tests and checks a failed item does not fail the entire section; only the failed item is taken again. Examiners must be clear which conditions apply for each test or check.
- Marginal or questionable performance of a test or check item should not influence an examiner's assessment of any subsequent items.
- An examiner should verify the requirements and limitations of a test or check with an applicant during the pre-flight briefing.
- Following a test or check, whether complete, incomplete or discontinued, an examiner must debrief the applicant. If any items or sections were failed, the reasons for failure must be

clearly explained. The examiner should then provide appropriate advice and guidance to assist the applicant in any future attempt.

- Any comment on, or disagreement with, an examiner's test or check evaluation or assessment made during a debriefing will be recorded by the examiner on the test or check report, and will be signed by the examiner and countersigned by the applicant.
- An examiner should establish a professional and workmanlike atmosphere and do his best to relax the applicant both before and during a test or check flight. A negative or confrontational approach should not be used. During the test or check flight, the examiner should avoid negative comments or criticisms and all assessments should be reserved for the debriefing.
- The same examiner should not re-examine a failed applicant without the agreement of the applicant.

3.2.4. The applicant must demonstrate ability to:

- Operate the aircraft within its limitations.
- Complete all manoeuvres with smoothness and accuracy.
- Exercise good judgement and airmanship.
- Apply aeronautical knowledge of procedures and regulations as currently apply.
- Maintain control of the aircraft at all times such that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

The applicant's airmanship and TEM must be assessed with each exercise and this must include lookout, checks and drills, cockpit management, R/T and ATC liaison, fuel management, icing precautions, planning and use of airspace, decision making etc.

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

3.3. Repeat Manoeuvres

- 3.3.1. At the discretion of the examiner a manoeuvre or procedure of the test or check may be repeated once by the applicant. However, the option to repeat an item is not a right of the applicant. The examiner must use his discretion to ensure the applicant has had every opportunity to demonstrate the necessary skill or technique. Should the examiner consider that the applicant might not have been performing satisfactorily due for example to an external influence or distraction or to not understanding the briefing, then the exercise may be repeated. Notwithstanding the examiner's remit to repeat items he must ensure that any manoeuvre he assesses as a 'fail' is not then repeated.
- 3.3.2. It is not possible or indeed appropriate to list those items which may or may not be repeated. Normally any simulated emergency procedure should be considered as a 'one attempt' exercise. If it is mishandled such that the aircraft is in a more hazardous situation than at the start of the simulation or appropriate corrective action has not been taken, the exercise should be found unsatisfactory.

3.4. Test termination / Incomplete Test

- 3.4.1. An examiner should terminate a test or check only when it is clear that the applicant has not been able to demonstrate the required level of knowledge, skill or proficiency and that a full re-test will be necessary or for safety reasons.
- 3.4.2. Should an applicant choose not to continue a test or check for reasons considered inadequate by an examiner, the applicant will be assessed as having failed those items or sections not attempted. This situation will result in the test being assessed as a 'fail' or a 'partial pass'.
- 3.4.3. If the test is terminated for reasons considered adequate by the examiner it is deemed to be 'incomplete'. Only those items/sections not completed shall be tested in a further flight. All items/sections not completed must be tested on a separate flight and before any further attempt is undertaken. Further guidance on incomplete LAPL, PPL, CPL and IR Skill Tests is given in Appendix 1.

3.5. Assessment

3.5.1. The standard of performance produced by applicants varies widely and at times may be difficult to assess. Assessment relies heavily upon the experience and judgement of the examiner to determine what is acceptable. Most pilots will dislike the prospect of being tested and some applicants will become extremely nervous and not perform as normal or may react to false assumptions of what is expected. The attitude and approach of the examiner can do much to overcome these difficulties. However, the examiner must apply the standard evenly, fairly and without prejudice. In order to maintain this uniform standard certain basic principles must be applied, and assessment should be based upon the following:

- **'Pass'**, provided that the applicant demonstrates the required level of knowledge, skill or proficiency and, where applicable, remains within the flight test tolerances for the licence or rating;
- **'Fail'** provided that any of the following apply:
 - the flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;
 - the aim of the test or check is not completed;
 - the aim of exercise is completed but at the expense of safe flight, violation of a rule or regulation, poor airmanship, poorly managed risks, significant errors that go unnoticed or uncorrected for significant amounts of time or rough handling;
 - an acceptable level of knowledge is not demonstrated;
 - an acceptable level of flight management is not demonstrated;
 - the examiner has to intervene to prevent an unsafe situation or undesirable aircraft state.
- **'Partial Pass'** in accordance with the criteria shown in the relevant skill test appendix of Part-FCL.

3.6. Retest Requirements

3.6.1. Comprehensive guidance on retest requirements for LAPL, PPL, CPL and IR Skill Tests is given at Appendix 1. Retest requirements for other skill tests and proficiency checks are given in the appropriate CAA Standards Document. Examiners must ensure that the retest requirements are properly detailed by them and understood by the applicant.

3.7. Further Training

3.7.1 Part-FCL states that, in the event of a Partial Pass or Fail, the examiner shall inform the applicant that he may not exercise the privileges of the rating until a full Pass has been obtained. The examiner shall detail any further training requirement, whether recommended or mandatory, and explain the applicant's right of appeal.

3.7.2 In cases where failure was due to a clear lack of skill the examiner should make it clear to the applicant that they are unlikely to be successful during a subsequent test unless they undergo further training to remedy that lack of skill. Examiners must ensure that the training requirements are proportionate, clearly defined and understood by the applicant. It is recommended that such further training be carried out at the training organisation that trained the applicant. Examiners must also confirm before retest that further training mandated by a previous examiner has been completed.

3.7.3 In cases where an applicant has failed a second series of tests, the CAA should be informed. Flight Test Bookings may nominate a CAA Staff Examiner for the third and subsequent test series.

3.8. Regulation 6 Appeals

3.8.1. Regulation 6(5) of the CAA Regulations 1991 states that 'Any person who has failed a test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may, within 14 days after being notified of his failure, request that the Authority determine whether the test or examination was properly conducted'. Following the failure of any test, check or AoC the examiner shall explain the applicant's right of appeal. Appeals should in the first instance be addressed to CAA Flight Operations Manager, FOM ATO & FCL.

3.8.2. It is vital that all Examiners ensure that their standard of examining is impartial, consistent and beyond reproach. The applicant must be in no doubt that the outcome is right and fair, that there has been no undue influence, interference or inappropriate behaviour by the examiner, and that he has not been unduly pressurised to complete the flight or any particular manoeuvre where the conditions are not suitable. The examiner must ensure that the examiners' report and notice of failure (SRG F2129) are completed correctly and that any failed items are clearly identified without any subjective interpretation and supported by numerical examples of breached tolerances wherever possible. The written report should not include anything that has been omitted from the verbal debrief.

3.9. Tolerances

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

Aeroplane Tolerances

PROFILE	LAPL & PPL Skill Tests	CPL Skill Test	IR Skill Test & all other Rating Issues, Revalidations and Renewals (For the EIR see notes below)
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Altitude or Height

Normal Flight	± 150 ft	± 100 ft	± 100 ft
With simulated engine failure (ME)	± 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
'Not below' minima (from FAF altitude down to MDA/H)			- 0 ft
Circling minima			+ 100 ft / - 0 ft
Asymmetric committal height/altitude	- 0 ft *	- 0 ft	- 0 ft

Tracking

At all times when using a single-needle display	± 10° *	± 5°	± 5°
At all times when using a deviation bar display	Full scale deflection *	Half scale deflection	Half scale deflection azimuth and glidepath (precision approach)
DME arcing			± 1nm

Heading

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

Speed

Take-off and approach	+ 15 / - 5 kt	± 5 kt	± 5 kt
All other flight regimes	± 15 kt	± 10 kt	± 5 kt
Limited or Partial Panel			± 10 kt
With simulated engine failure			+ 10 / - 5 kt

Notes:

* Not LAPL

- Asymmetric limits also apply to centreline thrust ME aeroplanes operating on one engine.
- Entries in italics are suggested tolerances.
- Where a test is flown for more than one purpose, i.e. licence issue and class rating issue, examiners should be mindful of the least stringent of the tolerances shown above.
- EIR tolerances:
 - Height generally +/-100feet
 - Tracking on radio aids +/-10 degrees
 - Heading all engines operating +/-10 degrees
 - Heading with simulated engine failure +/-15 degrees
 - Speed with all engines operating +10kts/-5kts
 - Speed with simulated engine failure +15kts/-5k

Helicopter Tolerances

PROFILE	LAPL & PPL Skill Tests	CPL Skill Test	IR Skill Test & all other Rating Issues, Revalidations and Renewals
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Altitude or Height

Normal Flight	± 150 ft	± 100 ft	± 100 ft
With simulated major emergency	± 200 ft	± 150 ft	± 100 ft
Hovering IGE	± 2 ft	± 2 ft	± 2 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
<i>'Not below' minima (from FAF altitude down to MDA/H)</i>			- 0 ft
<i>Circling minima</i>			+ 100 ft / - 0 ft

Tracking

At all times when using a single-needle display	± 10° *	± 10°	± 5°
At all times when using a deviation bar display	Full scale deflection *	Full scale deflection	Half scale deflection azimuth and glidepath (precision approach)
<i>DME arcing</i>			± 1nm

Heading

Normal flight	± 10° *	± 10°	± 5°
With simulated major emergency	± 15° *	± 15°	± 10°
<i>Limited or Partial panel</i>		± 15°	± 15°

Speed

Take-off and approach	+ 15 / -10 kt		
Take-off and approach multi-engine		± 5 kt	± 5 kt
All other flight regimes	± 15 kt	± 10 kt	± 10 kt
<i>Limited or Partial Panel</i>			± 10 kt
With simulated engine failure			+ 10 / - 5 kt

Ground Drift

TO hover IGE	± 3 ft	± 3 ft	± 3 ft
Landing	No sideways or backwards movement		± 2 ft 0 ft rearward or lateral flight

Notes:

- * Not LAPL
- Entries in italics are suggested tolerances.
- Where a test is flown for more than one purpose, i.e. licence issue and class/type rating issue, examiners should be mindful of the least stringent of the tolerances shown above.

Section 4 TEST CONDUCT

4.1. Test and Check Profiles

- 4.1.1. 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 safety is not compromised. Examiners must be fully aware of the test requirements and plan the exercises so that the 'flow' of the test allows the best use of airspace, without wasted time or expense.
- 4.1.2. Examiners may not vary the test content or miss out any items and must conduct the flight in a practical manner. They should not set any traps or pitfalls. To assist with this, each examiner should maintain a flight log and assessment record so that all aspects may be debriefed fully.
- 4.1.3. Items not specified in the test/check schedule, may not be introduced by the examiner. Exercises must be performed in such a manner as to be considered normal aviation practice.
- 4.1.4. The test or check flight must be conducted in accordance with the approved aircraft flight manual or pilot's operating handbook. It must also be conducted within the limitations contained in the operations manual of the training organisation.
- 4.1.5. Both applicant and examiner should be flexible to the possibility of changes arising after the briefings are complete and once the test/check is underway, for example due to ATC instructions or restrictions, changeable weather, aircraft technical issues or other circumstances affecting the test or check. Where changes arise to a planned test or check the examiner should be satisfied that the applicant understands and accepts the changes. Otherwise, the test or check flight should be terminated.

4.2. Test Content

4.2.1. A test or check comprises:

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

An oral examination on the ground and/or an assessment of the applicant's pre-flight planning and preparation should include, as applicable:

- aircraft general knowledge, normal and abnormal checks and procedures, normal and abnormal operation of systems, aircraft loading and performance;
- planning and operational procedures;
- assessment of forecast and actual weather conditions relative to the task and privileges of the licence/rating;
- checking and interpreting NOTAM and other information pertaining to the flight;
- power setting, aircraft configuration, speeds and approach minima, as applicable;
- other relevant items or sections of the test or check.

Pre-flight briefing should include:

- test or check items and sections to be covered and the likely sequence of events;
- roles and responsibilities;
- safety considerations.

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

Post-flight debriefing should include:

- the result and an assessment of the applicant's performance – positive as well as negative;

- administration of application and report forms and applicant's licence if appropriate.
- The applicant's instructor should be present, if possible, particularly where the result is a partial pass or fail.

4.3. Pre-flight

4.3.1 Before undertaking a test or check an examiner must verify that the aircraft or FSTD intended to be used is suitable and appropriately equipped to complete all required items, manoeuvres and exercises. Where the applicant is intending to use his own aircraft, it is essential that the examiner establishes, at the earliest opportunity, that he is qualified to fly the aircraft both legally (in the case of foreign registration) and technically in terms of differences training.

4.3.2. Before meeting the applicant, the examiner must prepare as much as possible for the flight test. This 'self-briefing' should include a check of the weather conditions and NOTAM, deciding the profile to be flown, and whether any other airfields should be notified/booked e.g. for circuits or instrument approaches and landings. Additionally, the examiner must check the aircraft documents thoroughly and not take it "on trust" that the aircraft has been correctly maintained, insured and is airworthy.

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

- Make contact with the applicant and establish a relaxed yet professional manner. A negative or confrontational approach must not be used. Ensure that communication with the applicant can be established without language barriers. Verify that the applicant complies with all the qualification, training and experience requirements set out in Part-FCL for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is to be taken. (Should there be any need for a closer check of the applicant's paperwork this is best done whilst he is planning, to minimise undue pressure on him). A specific check must be made of the applicant's licence (if he already holds one) with respect to currency of:
 - Licence
 - Relevant rating(s) and certificate(s)
 - Medical certificate
 - Language proficiency

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

- The examiner should also check: Photographic I/D, FRTOL, Training records, Course Completion Certificate and Recommendation for Test (required following any approved training at an training organisation), and pilots logbook.
- Brief the applicant on the sequence in which the flight and any ground items will be conducted and set a planning task.
- Ensure that the applicant understands the capacity in which the examiner will be acting during the flight and the respective roles and responsibilities.
- Allow adequate time for pre-flight planning and preparation, normally 1 hour for complex or detailed route planning (e.g. an IR profile).
- Conduct a second pre-flight briefing to check the applicant's pre-flight planning and preparation, to check understanding and ensure he is aware of his task, roles and responsibilities.
- Carry out pre-flight authorisation and aircraft acceptance administration. Applicants must demonstrate how to check that the aircraft is airworthy and fit for flight; and then the examiner is to verify.

4.3.4. For tests for the issue of single-engine aircraft class and type ratings, the theoretical knowledge examination shall be conducted verbally by the examiner during the skill test to determine whether a satisfactory level of knowledge has been achieved.

- 4.3.5. For conversion of third country IRs with full credit against the CB IR course, the examiner is also required to be satisfied that the applicant has adequate knowledge of Air Law, Meteorology and Flight Planning and Performance.
- 4.3.6. Planning and preparation must be completed entirely by the applicant without assistance and by using routine planning material. The use of electronic planning material is acceptable (e.g. electronic load sheet) but the applicant must be able to show an understanding of the planning process and how any computer-generated data was arrived at. In flight, the use of expanded check-lists and pre-planned specialist route briefs developed specifically for the test is not permitted.

4.4. In-flight

- 4.4.1. The examiner must ensure that the flight is conducted safely and in compliance with the Rules of the Air and ATC clearances. When observing from a non-operating position the examiner or SE must brief the safety pilot as to their responsibilities and thereafter avoid intervention unless necessary for the safe outcome of the flight.
- 4.4.2. During flight, the examiner should allow the applicant to demonstrate skill and knowledge without assistance or interference and should avoid negative comments or criticisms; all assessments should be reserved for the debriefing. At the same time, the examiner must establish a friendly and relaxed atmosphere which will enable the applicant to demonstrate his abilities fully. Conversation should be kept to a minimum except to advise the next exercise or to avoid a dangerous situation developing. A negative or confrontational approach by the examiner must be avoided, as should any temptation to be overly helpful.
- 4.4.3. The examiner must take care not to distract the applicant. If a navigation aid is to be denied to the applicant (e.g. detuning the ILS during a non-precision approach), this should be done in such a way that the remaining aids are unaffected. The aid must be restored to the applicant (in the condition originally set by the applicant) at the appropriate time by the examiner.
- 4.4.4. The examiner must ensure that the applicant is allowed adequate time to prepare and perform the manoeuvres required of the test. After any period where the examiner has taken responsibility for the flight, including navigation and ATC liaison, they are to ensure that the applicant is aware of the position of the aircraft relative to the next task, the ATC service provider and level of service, and the configuration of the aircraft before handing control back to the applicant. The examiner must ensure that adequate time is available for the applicant to complete any necessary duties for the next briefed event; as a guide 10 minutes flight time (IFR)/ 10 track miles (VFR) prior to entering an ATZ/CTZ should be sufficient. If the remaining distance is less than this the aircraft should not be on a closing heading at the time of handover.
- 4.4.5. Where test items include basic flying skills such as climbing, straight and level flight and turns, an examiner should, where possible, plan to assess these items during completion of other phases of the flight, such as departure, en-route and arrival, rather than as stand-alone items.
- 4.4.6. The examiner is expected to use good judgement when simulating any emergency or abnormal procedure having regard to local conditions and aircraft safety throughout. In the case of one engine inoperative work, the examiner is responsible for setting zero thrust/power/torque and monitoring of the 'failed engine' after the appropriate shut-down drills have been simulated by the applicant. If a 'failed' engine is to be restored and subsequently re-failed purely to expedite the progress of the flight test then the examiner is responsible for all elements of engine control, e.g. prop/rotor RPM, mixture/fuel control, cowl flaps, carburettor heat during these processes; during any subsequent cruise, the applicant may elect to fly at either single or twin-engine speed.
- 4.4.7. Although touch-and-go landings are a test item in the LAPL(A) and PPL(A) Skill Tests, they do not form part of the test/check schedule for class or type ratings or the CPL(A) Skill Test profile. On tests where touch-and-go landings are not an examinable item, the examiner should agree with the applicant before flight whether the applicant wishes to carry out touch-and-go landings or wishes to stop and taxi back to the holding point after each landing. Where the applicant chooses to carry out touch-and-go landings, especially in aeroplanes with retractable landing gear, the examiner and applicant must agree before flight on who will be responsible for flap selection and trim when the aeroplane is on the runway.

- 4.4.8. The examiner may declare a section or item of test as not assessable and therefore incomplete due to extreme weather conditions, ATC intervention or aircraft unserviceability. However, he may need to consider why the applicant did not make his own decision to act, for example to discontinue an approach, when confronted with these problems.
- 4.4.9. Should the applicant fail a test or check before the completion of all items and sections the examiner may intervene to terminate the flight if it is deemed the applicant does not have sufficient skill or knowledge. However, examiners should consider the implications before doing so.
- 4.4.10. Should the examiner decide to discontinue the test/check, they take control of the aircraft, explaining the circumstances and curtailing the flight to save the applicant time and expense. Discontinuation of a first attempt at the first series is permissible, but the examiner's assessment of a completed test will give him, the applicant and the applicant's training organisation a fuller picture of the difference between the required standard and applicant's performance.

4.5. Debrief

- 4.5.1. Before leaving the aircraft or FSTD, the examiner should consider whether there are any questions that are best answered or issues that are best resolved in the cockpit. It may be prudent to indicate at this stage, for example, that an altimeter has been incorrectly set or a switch is in the wrong position rather than debate the issue later in a briefing room.
- 4.5.2. Before debriefing, the examiner should consult his notes to decide the assessment for each section, the overall result and whether a partial or full retest is required and if so, the nature of any further training requirements. In reaching his decision, the examiner may need to ask additional questions e.g. to establish whether the candidate had a good reason for taking a course of action. At this point, the examiner should only ask questions which might affect the decision. If no fail points have been recorded, the examiner should tell the applicant that he has passed, followed by a summary of any weak points with suggestions, where necessary, of ways to improve performance. The examiner should also provide positive reinforcement of items and exercises that were well handled and give examples of good resource management, TEM and decision making by the applicant.
- 4.5.3. If a fail or partial pass has been recorded, the examiner should:
 - a) Ask questions as required to confirm the assessment;
 - b) Give results of the test;
 - c) Give reasons for failure in descending order of importance;
 - d) Tell the applicant they may not use the privileges of the licence or rating being tested;
 - e) State what the retest requirements will be;
 - f) State any mandatory or recommended further training requirements;
 - g) Discuss with the applicant the best way to prepare for the retest;
- 4.5.4. The examiner should conduct a fair and unbiased debriefing of the applicant based on identifiable factual items. A balance between friendliness and firmness should be maintained. It may be appropriate to use a facilitative style of questioning for the applicant to obtain maximum benefit from the debrief. Facilitative techniques are inappropriate when indicating the result of the test but may be used thereafter to engage the applicant in a discussion of any follow-up points. One effective facilitation method is to:
 - a) Start with an introduction
 - b) Avoid dealing with issues chronologically
 - c) Ask 2 open questions per issue
 - d) Get the applicant to do the thinking and talking
 - e) Summarise at the end (it can be useful to get the applicant to summarise)
- 4.5.5. The following points should be discussed with the applicant at the examiner's discretion:
 - a) How to recognise, avoid, mitigate or correct typical errors;
 - b) Any other points of a less critical nature that were noted during the test/check;
 - c) Any advice or guidance that might improve the applicant's overall competence;
 - d) Positive feedback for notably good performance.

4.6 Completion of Forms and Records

- 4.6.1 A test, check or AoC is not complete until all of the associated forms are complete and signed by both applicant and examiner indicating the result and, where applicable, any notification of failure and further training requirements. Forms are to be completed and distributed as indicated on each form, e.g. one for the applicant and one each for the examiner and the NAA of the applicant and, where necessary, the NAA of the examiner. Forms must be submitted to the UK CAA promptly to avoid any delays in issuing the licence, rating or certificate.
- 4.6.2 Following a partial pass or fail a form SRG F2129 must be completed and distributed as above. If there are any points of dispute these should be entered on the form and signed by the applicant and examiner. Examiners must make it explicitly clear when an unsuccessful test or check results in the suspension of existing privileges and, if in doubt, notify the CAA at the earliest opportunity.
- 4.6.3 Examiners may countersign the applicants' logbook as PICUS following a successful test or check. PU/T is to be entered when the test is not passed or when the applicant does not hold a current medical or class/type rating.
- 4.6.4 Examiners are to retain their test records for 5 years.

4.7 Issue of Temporary Certificate for Part FCL Privileges

- 4.7.1 UK CAA has decided to implement the provision of ARA.FCL 215(d) for issuing of temporary Part-FCL privileges for Aeroplane and Helicopter to applicants where the UK CAA is their Competent Authority. **The Temporary Certificate is valid for UK CAA Part-FCL (or issued licences holders ONLY or in the case of SFI/SFE where the UK is their competent authority.**
- 4.7.2 The Temporary Certificate may only be used for a maximum period of 8 weeks to exercise the privileges of a Rating or Certificate and is only applicable to applicants or an applicant that has or have completed the applicable EASA Approved training course(s) at an ATO that is fully approved in accordance with Commission Regulation (EU) No 1178/2011 (as amended) – Annex VI – Part-ORA.
- 4.7.3 The Temporary Certificate may only be used for a maximum period of 8 weeks to exercise the privileges of the following:
- 4.7.3.1 Ratings
- Class Ratings – Single Pilot and/or Multi Pilot (Land and/ or Sea)
 - Type Ratings - Single Pilot and/or Multi Pilot
 - Instrument Rating and extension to include low visibility 'LVO'
 - Mountain rating
 - En-route instrument Rating
 - Sailplane Cloud Rating
- 4.7.3.2 Certificates
- Flight Instructor Certificate (FI)
 - Type Rating Instructor Certificate (TRI)
 - Class Rating Instructor Certificate (CRI)
 - Instrument Rating Instructor Certificate (IRI)
 - Synthetic Flight Instructor Certificate (SFI)
 - Flight Examiner Certificate (FE)
 - Class Rating Examiner Certificate (CRE)
 - Flight Instructor Examiner (Certificate)
 - Instrument Rating Examiner Certificate (IRE)
- 4.7.4 The Temporary Certificate is defined in UK CAA Form SRG F1100, or SRG F1100A and may be issued and signed only by the holder of a valid Part-FCL Examiner certificate, appropriately qualified in all regards for the test being conducted.
- 4.7.5 Part FCL.1030 (a)(2) States that the examiner 'shall verify that the applicant complies with all the qualification, training and experience requirements in this Part for the issue, revalidation or

renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken'. Where aircraft training is required after the skill test has been completed (Base training / LIFUS for fixed wing aircraft or aircraft training elements of not more than 2 hours in aircraft, for helicopter type ratings), the examiner must state in the "Additional Privileges/Restrictions/Remarks" section of the form, that "Aircraft training to be completed". In this case when the pilot exercises the privileges on the aircraft utilising the temporary certificate, he must also carry "evidence" that the applicable aircraft training has been completed (Form SRG 1112). Should LIFUS training not be commenced within the requisite 21 days, the Temporary Certificate will cease to be valid for this privilege and the pilot will require refresher training at an ATO.

- 4.7.6 The issue of a Temporary Certificate for licence privileges is not a compulsory procedure. Therefore, the Examiner is not obliged to issue a Temporary Certificate. An Examiner may only issue a Temporary Certificate when satisfied that the applicant has met all the training and testing requirements for the Part-FCL rating or certification being applied for.

Section 5 TEST / CHECK / ASSESSMENT OF COMPETENCE FORMATS

The following test/check formats are given as ready reference to most Examiners' duties. Each table will show a reference where the detail of test content and standards will be found.

TABLE	LICENCE AND RATING TEST AND CHECKS
A1	LAPL/PPL (A) Skill Test
H1	LAPL/PPL(H) Skill Test
A2	CPL(A) Skill Test
H2	CPL(H) Skill Test
A3	IR(A) - Skill Test & IR revalidation/renewal – SP
A4	En route Instrument Rating – EIR
H3	IR(H) - Skill Test & IR revalidation/renewal – SP
4	SPA Type/Class Skill Test & revalidation/renewal Proficiency Check
6	SPH/MPH Type Skill Test & revalidation/renewal Proficiency Check
7	LAPL Class/Type Endorsement Skill Test & revalidation/renewal Proficiency Check
8	Skill Tests in Military Aircraft
INSTRUCTOR CERTIFICATES	
A10	FI(A) certificate initial and revalidation / renewal
H10	FI(H) certificate initial and revalidation / renewal
12	STI initial and revalidation/renewal
13	CRI certificate initial and revalidation/renewal
A14	IRI(A) certificate initial and revalidation/renewal
H14	IRI(H) certificate initial and revalidation/renewal
H15	TRI (H) certificate and revalidation/renewal
A16	Addition of FI(A) Privilege to Teach for FI(R)
H16	Addition of FI(H) Privilege to Teach for FI(R)
20	MPL(A) Instructor Qualification
EXAMINER CERTIFICATES	
21	FE (A&H) certificate initial, revalidation, renewal and variation
22	CRE (A) certificate initial, revalidation, renewal and variation
24	TRE (H) certificate initial, revalidation/renewal
25	IRE (A&H) certificate initial and revalidation/renewal and variation
26	FIE (A&H) certificate initial and revalidation/renewal and variation
27	SFE (H) certificate initial and revalidation/renewal and variation
28	Senior Examiner (A&H) certificate initial and revalidation/renewal

Table A1	LAPL/PPL (A) SKILL TEST
EASA reference:	Part-FCL.135, FCL.235, AMC 1 FCL.120, 215 AMC1 FCL.235
National reference:	CAP 804, Standards Document 19(A)
Who can test:	FE (with FCL.1005.FE (a)(1) privileges for PPL and (a)(3) for LAPL)
Form used:	SRG1105A – Application and Recommendation for Test SRG2127 – Examiner Report for LAPL(A) Skill Test SRG2128 – Examiner Report for PPL(A) Skill Test SRG2129 – Examiner Report - Failure of Test, check or assessment of Competence
Test format:	<ul style="list-style-type: none"> • Skill Test as per the AMC and as described in Standards Document 19. • The navigation section of the test, as agreed between the applicant and FE, may be flown on a separate occasion. In this case, the applicant will be responsible for the departure, arrival and landing for both parts. <p>See Appendix 2A for LAPL/PPL Briefing Guide.</p>
Form guidance:	As indicated on SRG1105A, SRG2127/2128 and Appendix 1.
Notes:	<p>Training</p> <ul style="list-style-type: none"> • Applicants must have completed their full training course and must be in possession of a recommendation for test iaw FCL.030. • Further training may be required following failure of the test or part thereof. • If the PPL test is to be conducted on a Multi-Engine aircraft then applicants must comply with the class/type rating requirements for ME aircraft at Part FCL Subpart H. • When an attempt is taken as two flights both the en-route procedure and general handling are to be conducted by the same examiner.

Table H1	LAPL/PPL (H) SKILL TEST
EASA Reference:	Part FCL Subpart A & AMC.FCL.125 (LAPL) Subpart B & AMC.FCL.110 (PPL)
National reference:	CAP 804 & Standards Documents 19 (H)
Who can test:	FE (with FCL.1005.FE (a)(1) privileges for PPL and (a)(3) for LAPL)
SRG Form used:	LAPL/PPL(H) SRG1105, Examiners Record SRG1172, Failure Form SRG2129
Test format:	Skill Test as per AMC and as described in Document 19H. If the test is unable to be completed, the test form shall be marked 'incomplete'. If the incomplete test is completed on a subsequent date, then a new examiners report form shall be used. See Appendix 2H for LAPL/PPL (H) Briefing Guide.
Form guidance:	As indicated on the application form and Standards Document 19H. <ul style="list-style-type: none"> • Check applicant's application form SRG 1105 and enter test details.
Notes:	<p>Training</p> <ul style="list-style-type: none"> • Applicants must have completed their full training course and must be in possession of a recommendation for test iaw FCL.030. • Further training may be required following failure of the test or part thereof. • If the PPL test is to be conducted on a MEH the applicants must comply with the class/type rating requirements for ME aircraft at Part FCL Subpart • When an attempt is taken as two flights both the en-route procedure and general handling are to be conducted by the same examiner.

Table A2	CPL (A) SKILL TEST
EASA reference:	Part-FCL.320, Appendix 3 and 4 to Part-FCL
National reference:	CAP 804, Standards Document 3
Who can test:	FE (with FCL.1005.FE (a)(2) privileges)
Form used:	SRG1183A – Application for Professional Licence / Instrument Rating SRG2130 – Examiner Report for CPL(A) Skill Test SRG2129 – Examiner Report for LAPL/PPL/CPL/IR Skill Test Failure
Test format:	<ul style="list-style-type: none"> • Complete the schedule from FCL Appendix 4, shown on SRG2130 and described in Standards Document 3. • Where no standby turn coordinator/indicator is fitted, turns and UA recoveries will be carried out using the standby instruments.
Form guidance:	<p>As indicated on SRG1183A, SRG2130 and Appendix 1, also:</p> <ul style="list-style-type: none"> • In the case of a pass where the applicant already holds a rating for the class of aeroplane on which he was tested, the examiner may revalidate/renew the class rating in the applicant's licence and submit the appropriate form(s) indicating that this has been completed. • In the case where an applicant fails an item that is also part of the class rating test/check schedule, and where the applicant already holds a rating for that class of aeroplane, the applicant should be informed that he may not exercise the privileges of the class rating until a pass is obtained.
Notes:	<ul style="list-style-type: none"> • The aeroplane used shall be certified for the carriage of at least 4 persons, have a VP prop and retractable landing gear. • If an autopilot is fitted and serviceable then it may be used other than in Section 3, as briefed by the examiner. Autopilot use will be assessed at some stage as part of the Class Rating items in Section 6. • At least 5 hours flight instruction is required on the complex type before test. • Applicants must hold, or have completed all of the training for the issue of a night rating before the flight test. • The Skill Test will add the aeroplane Type/Class to the licence when issued. • If testing in an MEP aeroplane or an aeroplane equipped with EFIS or SLPC, examiners should ensure that they personally meet the differences training requirements.
Validity:	All relevant sections of the test must be completed within 6 months.

Table H2	CPL (H) SKILL TEST
EASA reference:	Part FCL Subpart D and Appendix 4
National reference:	CAP 804 & Standards Document 3 (H)
Who can test:	FE (with FCL. 1005.FE (a)(2) privileges)
SRG Form used:	SRG1183H – Application for Professional Licence / Instrument Rating SRG2179 – Examiner Report for CPL(H)Skill Test SRG2129 – Examiner Report for LAPL/PPL/CPL/IR Skill Test Failure
Test format:	<ul style="list-style-type: none"> • Skill Test as described in Document 3H. The test may be conducted in two parts on the same day by the same examiner. If the test is unable to be completed, the test form shall be marked 'incomplete'. If the incomplete test is completed on a subsequent date, then a new examiners report form shall be used. See Appendix 3H for CPL (H) Briefing Guide. • If the applicant does not already hold the rating, then the TK oral questions for SEH type ratings are required to be assessed and recorded (see Rating Skill Test Table/Briefing).
Form guidance:	<p>As indicated on the application form and Standards Document 3H.</p> <ul style="list-style-type: none"> • Check applicant's application form SRG 1183 and enter test details. • If the applicant is qualified on the type on which he was tested, the examiner may revalidate the rating and submit the appropriate form(s).
Notes:	<p>Training</p> <ul style="list-style-type: none"> • If the test is to be conducted on a MEH then applicants must comply with the class/type rating requirements for ME aircraft at Part FCL Subpart H.
Validity:	All relevant sections of the test must be completed within 6 months.

Table A3 A	IR SKILL TEST – SPA
EASA reference:	Part-FCL Subpart G, Appendix 6 and 7 to Part-FCL
National reference:	CAP 804, Standards Document 1
Who can test:	IRE
Form used:	SRG1161/SRG1183A – Application for Instrument Rating SRG2131 – Examiner Report for IR(A) Skill Test SRG2129 – Examiner Report for LAPL/PPL/CPL/IR Skill Test Failure SRG 1100 – Temporary Certificate of Licence Privilege
Test format:	<ul style="list-style-type: none"> Flight under IFR in simulated or actual IMC, to complete the schedule at FCL Appendix 7 as shown on SRG2131 and described in Standards Document 1. See Appendix 4 for IRT Briefing Guide.
Form guidance:	<p>As indicated on SRG1161 or SRG1183A and SRG2131 plus Appendix 1, also:</p> <ul style="list-style-type: none"> In the case of a pass where the applicant already holds an IMC/IR(R) rating in Section XII of the licence, the examiner may sign the applicant's licence as renewing/revalidating the IMC/IR(R) rating (valid 25 months). In the case of a fail or partial pass where the applicant's instrument flying was unsafe and he already holds an IMC/IR(R) Rating, a SRG2129 must be completed to withdraw the rating privileges.
Notes:	<ul style="list-style-type: none"> Applicants must hold a night rating or a CPL before commencing a modular course of training for the IR if IR privileges are to be used at night. Where an autopilot, RNAV or GPS is available it is expected to be used subject to any restrictions briefed by the IRE. If the aircraft used for test is not equipped with rate gyro instruments (turn co-ordinator or turn indicator), the standby attitude indicator is to be used with the primary attitude display covered, dimmed or otherwise denied. In this case, applicants who have undertaken approved training at an ATO must have been trained and demonstrated competence in flight on limited panel instruments during the basic instrument module (AMC2 to Appendix 6 modular training course for the IR) or equivalent part of an integrated course. When inspecting an applicant's training records prior to test, examiners will look for evidence that the applicant is competent to perform item 2e of the IR skill test schedule using limited panel instruments (no gyro attitude or heading information). Evidence is considered to be a certificate in the applicant's logbook, training records or recommendation for test, signed by an IRE, CRE/IRR or IRI confirming that the applicant is competent to operate an aircraft by sole reference to limited panel instruments including turns, level change and recovery from unusual attitudes with simulated failure of the artificial horizon and directional gyro. law Part-FCL Appendix 6, upgrade from SE to ME IR requires the applicant to hold an ME Type/Class rating, have 5 hours ME IR training (including up to 3 hrs on FNPT II or FFS) and to take a skill test as per SRG2131. Examiners are advised that applicants for a Competence Based IR, credited in full with the Part-FCL training requirements and who have not received training at an ATO, are not required to have a course completion certificate and recommendation for test. Additionally, they might not be able to provide certified evidence of competence to fly on limited panel instruments using a rate gyro. For CB IR, examiners should check that the applicant meets the crediting requirements of Appendix 6 to Part-FCL paragraph Aa. Further information is in Standards Document 1.
Validity	All relevant sections of the test must be completed within 6 months.

Table A3 B	IR REVALIDATION / RENEWAL – SPA
EASA reference:	Part-FCL.625, Appendix 9 to Part-FCL, AMC1 FCL.625(c)
National reference:	CAP 804, Standards Document 14
Validity:	<p>12 months validity.</p> <p>For renewal, the new rating expiry date is last day of month in which the rating was renewed.</p> <p>The revalidation may be flown within 3 months of the due date; the new validity is 12 months from that due date extended to the last day of that month.</p>
Who can test:	IRE, CRE with FCL.1005.CRE (b)(2) privileges. If testing in FSTD (FFS or FNPT II) additional examiner authorisation may be required, (See Table 22C)
Form used:	Either: SRG1119B/C for revalidation/renewal respectively plus SRG 2199, or; SRG1157 - Licence Skill Test/IR/Proficiency Check Schedule SRG 1100 – Temporary Certificate of Licence Privilege if applicable
Form guidance:	<ul style="list-style-type: none"> • If licence action is required by the CAA, copies of both SRG1119 (B or C as applicable) and SRG 2199 are required to be completed and submitted as indicated on the forms. Where no licence action is required and the examiner is able to complete the revalidation/renewal in the field by signing the licence, SRG1157 should be used and a copy forwarded to the CAA. • For renewals the applicant must be in possession of ATO assessment of retraining requirements and a course completion certificate. An ATO assessment of “no training required” is acceptable. • Examiners may only make an entry in the licence if the IR is shown in Section XII on page 4 of the licence as a rating to be revalidated. • If the IR appears on the back of the licence as a rating previously held, the licence must be returned to the CAA along with completed forms SRG1119C, SRG2199 and ATO refresher certificate. SRG 1100 – Temporary Certificate of Licence Privilege may be issued if appropriate. The CAA will renew the rating and reprint it in Section XII on page 4 of the licence.
Test format:	<p>FOR REVALIDATION:</p> <ul style="list-style-type: none"> • Fly Section 3B (and Section 6 if on ME aeroplane) and relevant items of Section 1. or • Meet the cross-crediting requirements laid down in Appendix 8 to Part-FCL. For more detailed guidance on cross-crediting the IR see Standards Document 14, Part 9. <p>FOR RENEWAL:</p> <ul style="list-style-type: none"> • Fly Section 3B (and Section 6 if on ME aeroplane) and relevant items of Section 1. • Note: The cross-crediting arrangements in Appendix 8 to Part-FCL do not apply for renewal of a single-pilot IR. • The IR may be revalidated/renewed as part of a combined check with a class or type rating or, for SPA (but not SP HPCA) it may be flown as a stand-alone item. In either case it is assessed separately from the Type/Class rating. When flown as a combined check, successful completion of certain items by reference to instruments, such as the asymmetric items, will satisfy both the IR and type/class rating PC requirements. However, if the IR revalidation is carried out as a standalone section, either in an aeroplane or in an FSTD, then there is no carry-over to any subsequent or previous class or type rating PC and all items common to both tests must be retested. • The en-route item of Section 3B should be flown in controlled airspace and must include ATC clearance and control elements. Note also that the IFR en-route sector flown in Section 3B satisfies any requirement to complete section 3A. • The examiner, at his discretion, may repeat items in flight. If the final result is a failure, the applicant will be required to pass the failed item or items on a second attempt after completing further training as required. If the applicant fails at the second attempt he will be required to re-take the full test profile as for attempt 1. • See Appendix 6 for a Briefing Guide.
Notes:	<ul style="list-style-type: none"> • Alternate standalone IR revalidation proficiency checks may be undertaken in an approved FNPT II or FFS by a suitably certified examiner. • For renewal, if the rating has not been renewed or revalidated within the

Table A3 B	IR REVALIDATION / RENEWAL – SPA
	<p>preceding 7 years, the applicant must complete refresher training at an ATO as required by FCL.625 (c) and AMC 1 FCL.625(c).</p> <ul style="list-style-type: none"> • If a Part-FCL IR has not been renewed or revalidated within the preceding 7 years the applicant will additionally be required to pass again the IR theoretical knowledge examination and a skill test with an IRE. However, see CAP804 Part I - Instrument Rating, paragraph 5.3 for further information for pilots exercising IR privileges on an ICAO licence or with the military.

Table A3 C	IR REVALIDATIONS IN FNPT II OR FFS – AIDE MEMOIRE
	<ul style="list-style-type: none"> • ENGINE FIT: FNPT II could be piston, turbo-prop or turbojet but must represent a single-pilot type or class of aircraft held by the applicant. Examiners should only conduct checks if they have an aircraft with the relevant power plant on their licence; for aircraft or devices with Single Lever Power Controls (SLPC) and/or Integrated EFIS Displays (e.g. DA42) the Examiner should have completed the relevant differences training. • HANDLING: Not 100% fidelity especially during TO/Landing and EFATO. Examiners should acclimatise themselves by flying at least an ILS/go-around/EFATO/ back to beacon before conducting a test in a different device. • SEATING: Examiners in current instructional practise on the FNPT to be used may conduct the test either from the Instructor Operator Station (IOS) or from the right-hand seat with the assistance of a qualified FI/IRI/STI at the IOS. Other Examiners shall conduct the test from the right-hand seat with the assistance of a qualified FI/IRI/STI. • PROFILE: as per aircraft plus items that can only be done in FNPT II: <ul style="list-style-type: none"> • Failure of Localiser or Glideslope. Former is better because once it is spotted it can be reset and the approach continued. • Failure of compass or AI. Most devices will allow insidious gradual failures (suction failure?); distraction of toppled AI is a good discussion point. With Integrated Avionics Displays there are several failures which result in reduced or misleading information on the PFD e.g. ADC or AHARS failure that leads to flight on reversionary or standby instruments. • Engine failures shall be a “real” failure initiated from the operator console, as briefed by the examiner and not initiated by retarding one of the throttles/power levers. • All of the above require pre-brief of operator with agreed signals for implementation. • ATC: A realistic ATC environment should be simulated but this should not be used to increase the applicant's workload unnecessarily. • AUTOPILOT: If the device represents a type/class where use of the Auto Pilot (AP) is standard procedure, and an AP is fitted then it should be used in accordance with the schedule in Appendix 9 to Part-FCL • CIRCLING APPROACHES: Difficult due to restricted (or non-existent) sideways view. Help may be needed from the operator station until visual with runway. • NAVAIDS: Examiners must beware non-existent beacons/DMEs used in training profiles. Some equipment may be non-standard. • FNPT OPERATION: IOS operator must be qualified on device. The way that winds are entered varies with each device; examiners may need to specify what wind they want for cruise, hold, approach etc. <ul style="list-style-type: none"> • QNH: devices usually default to 1013; something different should be entered. • Standby Instruments: Toppled instruments will be a big distraction so covers will probably be required. Note that MCC devices will have a full second panel on the examiner's side which must be screened or covered. • REPEAT EXERCISES: Straightforward with “freeze” and instant repositioning but best left to the end to avoid disrupting the “flow”.

Table A3 D	EN ROUTE INSTRUMENT RATING (EIR) SKILL TEST
EASA reference:	COMMISSION REGULATION (EU) No 245/2014
National reference:	CAP 804; Standards Document 1
Who can test:	IRE
Form used:	SRG3106 – Application for EIR SRG3107 – Examiner report for EIR SRG2129 – Examiner report – failure of test SRG 1100 – Temporary Certificate of Licence Privilege
Test format:	Test schedule as per AMC1 FCL.825(e);(g) and a briefing guide is at Appendix 4B
Form guidance:	
Notes:	

Table A3 E	EN ROUTE INSTRUMENT RATING (EIR) REVALIDATION & RENEWAL
EASA reference:	COMMISSION REGULATION (EU) No 245/2014
National reference:	CAP 804; Standards Document 1
Who can test:	FE, CRE, TRE, IRE qualified in accordance with FCL1005.FE, CRE, TRE or IRE as applicable
Form used:	SRG1119B/C for revalidation/renewal respectively SRG3107 – Examiner report for EIR SRG2129 – Examiner report -failure of test SRG 1100 – Temporary Certificate of Licence Privilege if applicable
Revalidation:	Pass a proficiency check in an aeroplane within a period of 3 months immediately preceding the expiry date of the rating. Alternatively, the EIR may be revalidated by experience and flight with an instructor provided that, within 12 months preceding the expiry date of the rating the holder completes 6 hours as PIC under IFR and a training flight of at least 1 hour with an instructor holding privileges to instruct for the IR(A) or EIR.
Renewal	Complete refresher training provided by an instructor holding privileges to instruct for the IR(A) or EIR and pass a proficiency check. The check schedule is at AMC1 FCL.825 (e);(g) and a briefing guide is at Appendix 4B
Form guidance:	
Notes:	

Table H3 A	IR (H) SKILL TEST
EASA reference:	Part FCL Subpart G and Appendix 7
National reference:	CAP 804, Standards Document 1 (H)
Who can test:	IRE
Form used:	IR Application Form SRG1161 , Examiners Report Form SRG2135 and Failure Form SRG2129, SRG 1100 – Temporary Certificate of Licence Privilege
Test format:	<ul style="list-style-type: none"> Complete the schedule shown on the form and described in Standards Document 1H. See Appendix 4H for IR Briefing Guide.
Form guidance:	As indicated on the application form and Standards Doc 1H. <ul style="list-style-type: none"> Check applicant's application form SRG 1161 and enter test details.

Table H3 B	IR (H) REVALIDATION / RENEWAL
EASA reference:	Part FCL Subpart H and Appendix 9
National reference:	Standards Document 14H
Revalidation:	12 months validity The revalidation may be flown within 3 months of the due date, the new validity being 12 months from the end of the month of that due date. When the revalidation is flown as part of a proficiency check then the IR will be valid for the same period as the type rating.

Table H3 B	IR (H) REVALIDATION / RENEWAL
Who can test:	TRE, IRE, IRRE
Form used:	Form SRG1173 Revalidation or Renewal as applicable. Examiners Report Form SRG2138, SRG 1100 Temporary Certificate of Licence Privilege and Failure Form SRG2129 as applicable
Form guidance:	As indicated on the application form and Standards Doc 1H. <ul style="list-style-type: none"> • Check applicants application form SRG 1173 and enter test details.
Test format:	<ul style="list-style-type: none"> • Complete the schedule shown on the form and described in Standards Document 14H. • See Appendix 4H for IR Briefing Guide

Table 4 A	SPA TYPE/CLASS SKILL TEST (EXCEPT SP HPCA)
EASA reference:	Part-FCL Subpart H, Appendix 9 to Part-FCL
National reference:	CAP 804, Standards Document 14
Who can test:	FE, CRE
Form used:	SRG1119A - Application for Issue of a Single or Multi-Pilot Class or Type Rating Including Powered Lift Aircraft SRG2199 Examiners Report SRG 1100 – Temporary Certificate of Licence Privilege SRG 2129 Examiners Report – Failure of Test
Test format:	Part-FCL Appendix 9 See Appendices 5 and 6 for ST and ST/IRR Briefing Guides
Form guidance:	<ul style="list-style-type: none"> As shown on the forms. Copies of both SRG1119A and SRG2199 are required to be completed and submitted as indicated on the forms.
Notes:	<p>Testing:</p> <ul style="list-style-type: none"> Section 3A is to be completed on all tests except when the applicant elects to fly Section 3B to revalidate/renew the IR and align this to the next revalidation proficiency check. If testing in an MEP aeroplane, examiners must ensure that they personally meet the differences training requirements.
Validity:	The applicant shall pass the skill test within a period of 6 months after commencement of the class or type rating training course and within a period of 6 months preceding the application for the issue of the class or type rating.

Table 4 B	SPA TYPE/CLASS PROFICIENCY CHECK (EXCEPT SP HPCA)
EASA reference:	Part-FCL 740(b)(i), Appendix 9 to Part-FCL, AMC1 to FCL.740(b)(i)
National reference:	CAP 804 Standards Document 14
Validity:	<p>12 months validity (ME classes/types, SE types). 24 months validity (SP SE class ratings)</p> <p>For renewal, the new rating expiry date is last day of month in which the rating was renewed.</p> <p>The revalidation may be flown within 3 months of the due date; the new validity is 12 months (24 months SE classes) from that due date extended to the last day of that month.</p>
Who can test:	FE, CRE
Form used:	<p>SRG 1157 where no administrative action is required by CAA or;</p> <p>SRG1119B plus SRG 2199 for revalidation, or;</p> <p>SRG1119C plus SRG 2199 for renewal;</p> <p>SRG 1100 Temporary Certificate of Licence Privilege as applicable</p> <p>SRG 2129 Examiners Report – Failure of Test</p>
Form guidance:	<ul style="list-style-type: none"> • If licence action is required by the CAA, copies of both SRG1119 (B or C as applicable) and SRG 2199 are required to be completed and submitted as indicated on the forms. Where no licence action is required, and the examiner is able to complete the revalidation/renewal in the field by signing the licence, SRG1157 should be used and a copy forwarded to the CAA. • For renewals the applicant must be in possession of ATO assessment of retraining requirements and a course completion certificate. An ATO assessment of “no training required” is acceptable. • Examiners may only make an entry in the licence if the class/type rating is shown in Section XII on page 4 of the licence as a rating to be revalidated. • If the rating appears on the back of the licence as a rating previously held, the licence must be returned to the CAA along with completed forms SRG1119C, SRG2199 and ATO refresher certificate. SRG 1100 – Temporary Certificate of Licence Privilege may be issued as applicable. The CAA will renew the rating and reprint it in Section XII on page 4 of the licence.
Test format:	<p>For Revalidation or Renewal by proficiency check:</p> <ul style="list-style-type: none"> • For SEP, SET, TMG, MEP and Types, conduct a Proficiency Check including Section 3A or 3B. • MEP and SPA Types also require 10 route sectors (T/O, departure, 15 minute cruise, approach and landing) in the 12 month period. If this requirement is satisfied or if Section 3B is flown then Section 3A is not required. <p>See Appendices 5 and 6 for proficiency check briefing guides.</p>

Table 4 C	SPA CLASS REVALIDATION BY EXPERIENCE
EASA reference:	Part-FCL 740.A (b)(ii)
National reference:	CAP 804, Standards Document 14
Who can certify:	Any examiner holding a valid UK issued Part-FCL examiner certificate. An instructor with FCL.945 endorsement in the licence upon completion of refresher training with that instructor.
Form used:	SRG1119E or SRG 1157
Test format:	None
Form guidance:	<ul style="list-style-type: none"> • As shown on the forms. • Copies of either SRG1119E or SRG 1157 are required to be completed and submitted as indicated on the forms.
Notes:	<p>For Revalidation by experience:</p> <ul style="list-style-type: none"> • SEP and TMG only may be revalidated by experience of 12 hours in the 12 months preceding expiry, to include 6 hours PIC, 12 T/O & Landings and refresher training of at least 1 hour with an FI or CRI Revalidation on either class (SEP or TMG) will revalidate the other class. Flight time in TMGs may only be counted if the pilot holds an EASA TMG rating (not just a National SLMG rating). Flight time in microlight aeroplanes cannot be counted. • For SEP and TMG revalidation by experience, the revalidation process can be carried out at any time during the last 12 months of validity providing the revalidation requirements have been met. • Examiners are not authorised to sign their own licences to revalidate SEP/TMG Ratings by experience.

Table 6 A	SPH/MPH TYPE SKILL TEST
EASA Reference:	Part FCL Subpart H and Appendix 9
Who Can Test:	FE CPL (H), FE PPL (H), TRE(H) as authorised. For LAPL (H) examiner designated by CAA (see CAA Safety Notice) Following failure of the second series notify the CAA.
Form Used:	SRG 1173 (Initial Issue), SRG 2138 Examiners Record Form, SRG 1100 Temporary Certificate of Licence Privilege. SRG 2129 Failure Form if req.
Form Guidance:	As indicated on the application form and Standards Doc 14. <ul style="list-style-type: none"> • Check applicant's Form SRG1173 and enter test details.
Test Format:	As shown on SRG 2138 and Doc 14 (H). <ul style="list-style-type: none"> • Note the examiner is required to exercise judgement in conducting the test/check given circumstances or aircraft types. The non-mandatory items on the form give the examiner the ability to adjust the flight test to suit operational conditions or helicopter type. Those items that are not annotated 'M' (for mandatory) should not be taken to mean that the item must always be ignored. It is not satisfactory simply to fly the basic minimum profile, without assessing the pilot's ability to operate those aircraft systems that are necessary for the safe operation of the aircraft type, in both normal and abnormal conditions. • If the test is to be completed on a SEH then the examiner is required to conduct an oral TK test for which the applicant requires 75% to pass (a list of oral questions is provided in Stds Doc 14, on the SRG 2138 and in Skill Test/Proficiency Check Briefing Guidance Notes are in the Appendix 7.
Notes:	<p>Training</p> <ul style="list-style-type: none"> • If the test is to be conducted for a first MEH type, then applicants must meet the requirements of Part-FCL720. H. <p>Revalidate by Experience:</p> <p>A pilot who successfully completes a skill test for an additional type can achieve revalidation for other types in accordance with below:</p> <p>SEP Types as listed in AMC1 FCL. 740.H(a)(3) may be revalidated by conducting the check/test on one of the applicable types, provided the applicant has completed at least 2 hours as PIC in the validity period on each of the other types to be revalidated.</p> <p>SET Types of a maximum AUM of 3175 kg may be revalidated by conducting the check/test on one of the applicable types held, provided the applicant has:</p> <ul style="list-style-type: none"> (i) Completed at least 300 hours as PIC of helicopters; and (ii) Completed 15 hours on each of the types held; (iii) Completed at least 2 hours as PIC flight time on each of the other type(s) during the validity period. <p>Notes:</p> <ul style="list-style-type: none"> (i) The examiner shall ensure that there is a rotation of types tested on. (ii) The licence entry for the type ratings revalidated by experience shall show EXP in the date of test and the same validity expiry date as that on which the PC was completed.

Table 6 B	SPH/MPH TYPE /IR PROFICIENCY CHECK REVALIDATION/RENEWAL
EASA Reference:	Part-FCL Subpart H and Appendix 9
Who Can Test:	FE CPL (H), FE PPL (H), TRE (H) as authorised.
Form Used:	Proficiency Check SRG 1173 , Examiner's Record Form SRG 2138, SRG 1100 Temporary Certificate of Licence Privilege & SRG 2129 as applicable.
Form Guidance:	As indicated on the application form and Standards Doc 14. <ul style="list-style-type: none"> For revalidation or renewal sign the applicants licence only if the type rating is on Part XII on the front of the licence.
Test Format:	As shown on SRG 2138 and Standards Doc 14 (H). <ul style="list-style-type: none"> Note the examiner is required to exercise judgement in conducting the test/check given particular circumstances or aircraft types. The non-mandatory items on the form give the examiner room to adjust the flight test to suit operational conditions or helicopter type. Those items that are not annotated 'M' (for mandatory) should not be taken to mean that the item must always be ignored. It is not satisfactory simply to fly the basic minimum profile, without assessing the pilot's ability to operate those aircraft systems that are necessary for the safe operation of the aircraft type, in both normal and abnormal conditions. Briefing guidance notes are at Appendix 7.
Notes:	<p>Revalidation</p> <p>A proficiency checks can be flown up to 3 months before the expiry date with no loss to the original expiry date, provided the candidate has completed 2 hours as a pilot (which may include the duration of the PC) have been completed on the type in the 12 months preceding expiry. The licence can be signed by the FE to the end of the calendar month for the new expiry date.</p> <p>Renewal</p> <p>For a renewal the applicant has to present to the examiner with a certificate from an ATO to verify whether refresher training was required and the training completed (note the ATO assessment certificate is required even if refresher training was not required).</p> <p>The examiner may only sign the applicants licence if the rating appears of the front page of the licence in Part XII as a rating to be revalidated. SRG 1100 Temporary Certificate of Licence Privilege may be issued if licence is required to be sent to CAA for re-issue.</p> <p>To Revalidate by Experience:</p> <p>See SPH/MPH TYPE SKILL TEST Table 6A</p> <p>IR</p> <p>Applicants with a valid IR(H) on the type should revalidate their IR(H) privileges as part of the check, however, if the IR(H) has to be assessed separately due to weather, it may be flown on a separate flight within the revalidation period and both flights should be signed off at the same time.</p>

Table 7 A	LAPL Class/Type Endorsement Initial (A&H)
EASA reference:	Part-FCL.135.A LAPL(A), Part-FCL.135.H LAPL(H)
National reference:	CAP 804
Who can test:	FE(LAPL), FE(PPL), FE(CPL), CRE. LAPL(H) –Examiner nominated by the Authority (CAA Safety notice).
Form used:	Aeroplane and TMG: SRG1119A - Application for Issue of a Single or Multi-Pilot Class or Type Rating Including Powered Lift Aircraft SRG1157 - Skill Test/IR/Proficiency Check Schedule SRG2199 - Skill Test/IR/Proficiency Check - Examiners Record and Notification of Failure Helicopter: SRG1173 Initial - Skill Test/IR Application SRG2138 - Skill Test/IR/Proficiency Check Schedule SRG2129 - Skill Test/IR - Examiners Record and Notification of Failure
Test format:	As shown on SRG1157(A) or SRG2138(H) See Appendix 5 and 7 for ST Briefing Guide
Form guidance:	<ul style="list-style-type: none"> As shown on the forms. Aeroplane <ul style="list-style-type: none"> Copies of both SRG1119C and SRG2199 are required to be completed and submitted as indicated on the forms. Form SRG1157 is to be completed and retained by the examiner. Helicopter <ul style="list-style-type: none"> Copies of both SRG1173 and SRG2129 are required to be completed and submitted as indicated on the forms. Form SRG2138 is to be completed and retained by the examiner.
Notes:	Training: <ul style="list-style-type: none"> As described in Part-FCL. 135.A and 135.H Testing: <ul style="list-style-type: none"> For aeroplanes/TMG, Section 3A is to be completed on all tests.

Table 7 B	LAPL Class/Type Endorsement Revalidation/Renewal (A&H)
EASA reference:	Part-FCL. 140.A LAPL(A), Part-FCL. 140.H LAPL(H)
National reference:	CAP 804
Who can test:	FE(LAPL), FE(PPL), FE(CPL), CRE
Form used:	<p>Aeroplane and TMG: SRG1119A/B/C (as applicable) - Application for Revalidation / Renewal of a Single or Multi-Pilot Class or Type Rating Including Powered Lift Aircraft SRG1157 - Skill Test/IR/Proficiency Check Schedule SRG2199 - Skill Test/IR/Proficiency Check - Examiners Record and Notification of Failure</p> <p>Helicopter: SRG1173 Reval/Renewal - Skill Test/IR Application SRG2138 - Skill Test/IR/Proficiency Check Schedule SRG2129 - Skill Test/IR - Examiners Record and Notification of Failure</p>
Test format:	<p>LAPL Class/Type Endorsements remain current if the recency requirements are met:</p> <p>Aeroplane/TMG in the past 24 months:</p> <ul style="list-style-type: none"> • At least 12 hours flight time as PIC including 12 take-offs and landings and • Refresher training of at least one-hour flight time with an instructor. <p>Helicopter in the past 12 months:</p> <ul style="list-style-type: none"> • At least 6 hours flight time as PIC including 6 take-offs and landings and • Refresher training of at least one-hour flight time with an instructor. <p>Pilots who do not meet these requirements may regain recency by either: Perform the additional flight time and take-offs and landings either dual or solo under the supervision of an instructor to meet the recency requirements above. or Pass a proficiency check on the appropriate class or type with an examiner. Test format as per SRG1157(A) or SRG2138(H) See Appendices 5 and 7 for ST Briefing Guide</p>
Form guidance:	<ul style="list-style-type: none"> • As shown on the forms. <p>Aeroplane</p> <ul style="list-style-type: none"> • Copies of both SRG1119A, B or C (as applicable) and SRG2199 are required to be completed and submitted as indicated on the forms. • Form SRG1157 is to be completed and submitted to the CAA and a copy retained by the examiner. <p>Helicopter</p> <ul style="list-style-type: none"> • Copies of both SRG1173 and SRG2129 are required to be completed and submitted as indicated on the forms. • Form SRG2138 is to be completed and retained by the examiner.
Notes:	For aeroplanes/TMG, Section 3A is to be completed on all tests.

Table 8	SINGLE PILOT SKILL TEST CONDUCTED IN MILITARY AIRCRAFT UNDER THE MILITARY ACCREDITATION SCHEME
EASA reference:	Regulation (EU) 1178/2011 Article 10
National reference:	CAP 804
Who can test:	Staff FE or Qualified Military Pilots additionally holding appropriate EASA licences, ratings and examiner certificates.
Form used:	SRG2133 – Confirmation of military Experience for MAS Credits Skill Test Record as appropriate
Test format:	As for the appropriate test schedule
Form guidance:	Form SRG2133 must be handed to the examiner. Section 7, Recommendation by Commanding Officer, (or HT) meets the requirement of Part.FCL.030 with regard to recommendation for test
Notes:	<ul style="list-style-type: none"> • Ensure that applicant meets all of the ground examination requirements before testing. • It will be necessary for the examiner to ensure that military security considerations are complied with. • The FE is not to sign any form of military indemnity; if he is asked to do so the SFE is to be informed. • The FE may occupy a pilot seat if approved by the operating authority.
Validity:	As for appropriate test

Table A10 A	FI (A) CERTIFICATE ASSESSMENT of COMPETENCE
EASA reference:	Part-FCL.935, AMCs 1 & 3 to FCL.935
National reference:	CAP804, Standards Document 10 and Supplement
Who can test:	FIE
Form used:	SRG1131, SRG1169, SRG 1100 (Temporary Certificate of Licence Privilege)
AoC format:	<p>Ground test: A short lecture, ≤45 minutes, the applicant being given reasonable notice of the subject, normally not less than 2 days. The lecture may be followed by about 15 minutes of questioning. An oral exam (2 to 3 hours) using the FI competencies and questions in the supplement to Standards Doc 10 as a guide.</p> <p>Flight test 1 (1.0 to 1.5 hours): Brief and teach a syllabus exercise with the Examiner acting as the student. Additional exercise(s) will be assessed as teaching exercises. The examiner will give an indication of the additional exercises before the flight.</p> <p>Flight test 2: A second flight in an aerobatic aeroplane may be required to cover the teaching of spin recovery (mandatory) and aerobatics (if the applicant requires an aerobatic qualification). See notes.</p> <p>See Appendix 8 for FI Assessment of Competence Briefing Guide.</p>
Form guidance:	<p>As indicated on guidance Notes to SRG1131 and SRG1169</p> <ul style="list-style-type: none"> • Copies of both SRG 1131 and SRG 1169 are required to be completed and submitted as indicated on the forms. • In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms. • A copy of SRG1169 must be retained in the examiner's records for 5 years.
Notes:	<ul style="list-style-type: none"> • The assessment of competence should also include additional teaching exercises, as decided by the examiner and agreed upon with the applicant before the assessment. These additional exercises should be related to the training syllabus for the licence or rating that the instructor certificate grants privileges to teach. The examiner should also include some items of special emphasis training such as weather appreciation, flight in poor visibility, calculation and application of safety altitude, stall spin awareness and navigation techniques. • As a concession, the spinning element of the instructor AoC may be flown during the FI(R) course with an FIE. The spinning exercise must be flown as a teaching give-back exercise rather than a pure demonstration of skill. In this case a SRG1169 should be partially completed to indicate that the applicant instructor is competent to recognise, recover from and teach spinning. This flight does not count towards course hours.
Validity:	All relevant sections of the AoC must be completed within 6 months.

Table A10 B	FI (A) CERTIFICATE REVALIDATION / RENEWAL
EASA reference:	Part-FCL.935, AMCs 1 & 3 to FCL.935
National reference:	CAP804, Standards Document 10 and Supplement
Revalidation:	Valid 3 years, see detail under AoC format.
Who can test:	FIE
Form used:	SRG1135, SRG1169, SRG 1100 Temporary Certificate of Licence Privilege.
AoC format:	<p>Complete any 2 of the following 3 subject to the notes below:</p> <ul style="list-style-type: none"> • 50 hours instruction as FI, TRI, CRI, IRI, MI or examiner during the rating validity period. If the privileges to instruct for the IR are to be revalidated, 10 of these hours shall be flight instruction for an IR and shall have been completed in the last 12 months preceding the date of expiry of the FI certificate. <p>Note: if an FI with privileges to instruct for the instrument rating has not achieved 10 hours of flight instruction for the IR in the last 12 months, the revalidation of the FI certificate must include an assessment of competence and the AoC must include an exercise in teaching applied instrument flying.</p> <ul style="list-style-type: none"> • Attend an approved refresher course at any time during the 3-year validity. • Pass an assessment of competence any time within the last 12 months of the validity period. <p>Where an FI has the privileges to instruct for the issue of an FI(R) certificate, and is revalidating/renewing by assessment of competence, the main exercise during the flight phase should be conducted in role; with the FI teaching the FIE as if the FIE were a trainee instructor.</p> <p>See Appendix 8 for FI Assessment of Competence Briefing Guide.</p>
Form guidance:	<p>As indicated on Guidance Notes to SRG1135 and SRG1169.</p> <ul style="list-style-type: none"> • Where revalidation is by experience and seminar, SRG 1135 is required to be completed and submitted as indicated on the form. • Where revalidation or renewal involves an assessment of competence, both the SRG1135 and the Examiner Report form SRG1169 are to be completed and submitted as indicated on the form. • In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms. •
Notes:	<ul style="list-style-type: none"> • An assessment of competence shall be included as one of the requirements at least every alternate revalidation. • If the FI certificate has lapsed the renewal is to be by refresher course and assessment of competence with both events being completed within the 12 months before renewal. • When an FI(A) completes his revalidation/renewal requirements by refresher course, either an FIE(A) or FIE(H) may complete the administrative actions by signing the applicant's Certificate of Experience on the SRG1135 and his FI certificate of revalidation. • The assessment of competence will follow the format of the FI certificate, Table 10A, with additional items being covered where IR or ME instructional privileges are being revalidated. • On FI revalidation/renewal flights in SE aeroplanes a full spin should be demonstrated if the aircraft is so cleared. • On all other forms of FI assessment, spinning symptoms and recovery techniques must be refreshed by discussion. • Where an FI holds ME privileges as well as SE and the AoC is conducted in a SE aircraft, Section 1 of the AoC should include questions relevant to ME instruction. • Where an FI holds ME privileges as well as SE and the AoC is in a ME aircraft, Section 1 of the AoC should include questions relevant to SE instruction. <p style="text-align: right;">Contd/</p>

Table A10 C	ADDING ME OR IR INSTRUCTION PRIVILEGES to an FI (A) CERTIFICATE
EASA reference:	Part-FCL.905.FI, Part-FCL.935, AMCs 1 & 3 to FCL.935
National reference:	CAP804, Standards Document 10 and Supplement
Who can test:	FIE
Form used:	SRG1131, SRG1135, SRG1169, SRG1100 Temporary Certificate of Licence Privilege.
AoC format:	Assessment formats are described in Standards Doc 10.
Form Guidance:	As indicated on Guidance Notes to SRG1131, SRG1135, SRG1169
Notes:	<ul style="list-style-type: none"> • If the AoC is to award FI(ME) privileges and FI(SE) privileges are to be revalidated on the same flight then all of the AoC requirements are to be included and the relevant SE assessment items are to be covered in the ground questioning. SRG1135 is to be completed in addition to SRG1131. • If the AoC is to award FI Instrument Rating instruction privileges, and FI privileges are to be revalidated on the same flight, then all of the relevant revalidation assessment items are to be included and SRG1135 is to be completed in addition to SRG1131. • SRG1169 must also be completed in all cases where an assessment of competence is completed.

Table H10 A	FI (H) CERTIFICATE INITIAL ISSUE
EASA reference:	Part FCL Subpart J
National reference:	CAP 804, Standards Document 10
Who can test:	Staff FE or FIE nominated by the Authority.
Form used:	SRG1131 Application form, SRG 1177 Examiners Report Form and SRG 1100 Temporary Certificate of Licence Privilege.
AoC format:	<ul style="list-style-type: none"> As shown on SRG1177 Report and Standards Document 10. The examiner should plan to assess just one applicant per day for the initial issue AoC. See Appendix 8 for FI Assessment of Competence Briefing Guide.
Form guidance:	As indicated on the application form and Stds Doc 10. <ul style="list-style-type: none"> Check applicants Form SRG1131 and enter test details.
Notes:	All relevant sections of the AoC must be completed within 6 months.

Table H10 B	FI (H) CERTIFICATE REVALIDATION / RENEWAL
EASA reference:	Part FCL Subpart J
National reference:	CAP 804, Standards Document 10
Revalidation:	Valid 3 years.
Who can test:	FIE.
Form used:	SRG 1135 Application Form, SRG 1177 Examiners Report Form and SRG 1100 Temporary Certificate of Licence Privilege as applicable.
AoC format:	Complete any 2 of the 3 following subject to the notes below: <ul style="list-style-type: none"> 50 hours instruction as FI, TRI, IRI or examiner during the rating validity period, if the privileges to instruct for an IR 10 hours of these hours are to be IF instruction and shall have been completed in the last 12 months. Attend an approved refresher course at any time during the 3 year validity. Pass an AoC any time within the last 12 months of the validity See Appendix 8 for FI Assessment of Competence Briefing Guide.
Form guidance:	As indicated on the application form and Standards Doc 10. <ul style="list-style-type: none"> Check applicant's SRG1135 details and enter AoC details.
Notes:	<ul style="list-style-type: none"> An AoC shall be included as one of the requirements at least every alternate revalidation. If rating has lapsed the renewal is to be by refresher course and AoC with both events being completed within the 12 months before renewal. When an FI(A) or FI(H) completes his revalidation/renewal requirements by refresher course, either an FIE(A) or FIE(H) may complete the administrative actions by signing the applicant's Certificate of Experience on the application form and the Certificate of Revalidation in the FI's licence.

Table 12 A	SYNTHETIC TRAINING INSTRUCTOR (STI) INITIAL
EASA reference:	Part-FCL.920, 915.STI, 930.STI
National reference:	CAP 804, Standards Document 10
Period:	Valid 3 years
Who can test:	FIE
Form used:	SRG1131, SRG1169
AoC format:	Pass assessment of competence iaw FCL.920 in appropriate FSTD
Form guidance:	<ul style="list-style-type: none"> • Copies of both SRG1131 and SRG1169 are required to be completed and submitted as indicated on the forms. • In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms
Notes:	

Table 12 B	SYNTHETIC TRAINING INSTRUCTOR (STI) RENEWAL/REVALIDATION
EASA reference:	Part-FCL.940.STI
National reference:	CAP 804, Standards Document 10
Period:	Valid 3 years
Who can test:	Revalidation: CRE/IRR for type/class/IR proficiency check in the device iaw Appendix 9 to Part-FCL Renewal: FIE to supervise instruction, CRE/IRR for type/class/IR proficiency check.
Form used:	SRG1135, SRG1157
	Revalidation <ul style="list-style-type: none"> • Conduct 3 hours of flight instruction in FSTD as part of a complete PPL, CPL, IR or class/type rating course; and, • Pass class/type/IR rating proficiency check in FSTD in which flight instruction is routinely conducted. This check should include a PC for the IR revalidation where privileges for IR instruction are held. Renewal <ul style="list-style-type: none"> • Receive refresher training as an STI at an ATO; • Pass class/type/IR rating proficiency check as for revalidation; • Conduct 3 hours of flight instruction in FSTD as part of a complete PPL, CPL, IR or class/type rating course under supervision of FI, CRI or IRI nominated by the ATO. At least 1 hour of flight instruction shall be supervised by an FIE(A).
Form guidance:	<ul style="list-style-type: none"> • For revalidation, the PC for type/class/IR should be recorded on SRG1157 by the CRE conducting the check. A copy should be given to the STI and the original retained at the ATO. • SRG1135 is required to be completed indicating revalidation or renewal as applicable and submitted as indicated on the form.

Table 13 A	CRI CERTIFICATE INITIAL
EASA reference:	Part-FCL.935, AMCs 1 & 3 to FCL.935
National reference:	CAP804, Standards Document 10 and Supplement
Who can test:	FIE
Form used:	SRG1131, SRG1169, SRG 1100 – Temporary Certificate of Licence Privilege
AoC format:	<p>Assessment format covers applicable Sections of the FI Assessment of Competence. See table 10A and Standards Document 10</p> <p>Note: Although full spinning is not required on a CRI AoC, FIEs are strongly recommended to include a full spin as per an FI AoC if the applicant intends to exercise privileges as a CRI to teach aerobatics. See Appendix 8 for FI Assessment of Competence Briefing Guide.</p>
Form guidance:	<p>As indicated on Forms.</p> <ul style="list-style-type: none"> • Copies of both SRG 1131 and SRG 1169 are required to be completed and submitted as indicated on the forms. • In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms. • A copy of SRG1169 must be retained in the examiner's records for 5 years.
Notes:	Further training may be recommended after failing an assessment.
Validity:	All relevant sections of the AoC must be completed within 6 months.

Table 13 B	CRI CERTIFICATE REVALIDATION / RENEWAL
EASA reference:	Part-FCL.935, FCL.940.CRI, AMCs 1 & 3 to FCL.935, AMC1 to FCL.940.CRI
National reference:	CAP804, Standards Document 10 and Supplement
Revalidation:	Valid 3 years, can be revalidated within 12 months of expiry of the certificate
Who can test:	FIE
Form used:	SRG1135, SRG1169, SRG 1100 Temporary Certificate of Licence Privilege.
AoC format:	<p>Revalidation Either:</p> <ul style="list-style-type: none"> • 10 hours instruction in the last 12 months preceding the date of expiry. If both SE and ME privileges are held, at least 5 hours instruction must be in SE aeroplanes and 5 hours in ME aeroplanes; <p>or</p> <ul style="list-style-type: none"> • receive refresher training as a CRI at an ATO; <p>or</p> <ul style="list-style-type: none"> • pass an assessment of competence iaw Part-FCL.935. <p>For at least each alternate revalidation the CRI must pass an assessment of competence.</p> <p>Renewal If certificate has lapsed then the applicant shall have within 12 months preceding the application:</p> <ul style="list-style-type: none"> • received refresher training as a CRI at an ATO; <p>and</p> <ul style="list-style-type: none"> • passed an assessment of competence iaw Part-FCL.935.
Form guidance:	<p>As indicated on forms.</p> <ul style="list-style-type: none"> • Where revalidation is by experience SRG 1135 is required to be completed and submitted as indicated on the form. • Where revalidation or renewal involves an assessment of competence, both the SRG1135 and the Examiner Report form SRG1169 are to be completed and submitted as indicated on the form. • In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms. • A copy of SRG1169 must be retained in the examiner's records for 5 years.
Notes:	Further training may be recommended after failing an assessment.

Table A14 A	IRI (A) CERTIFICATE INITIAL
EASA reference:	Part-FCL.935, AMCs 1 & 3 to FCL.935
National reference:	CAP804, Standards Document 10 and Supplement
Who can test:	FIE
Form used:	SRG1131, SRG1169, SRG 1100 Temporary Certificate of Licence Privilege
AoC format:	Assessment format covers applicable Sections of the FI Assessment of Competence. See table 10A. See Appendix 8 for FI Assessment of Competence Briefing Guide.
Form guidance:	As indicated on SRG1131 and SRG1169. <ul style="list-style-type: none"> Both the SRG1135 and the Examiner Report form SRG1169 are to be completed and submitted as indicated on the form. A copy of SRG1169 must be retained in the examiner's records for 5 years.
Notes:	Further training may be recommended after failing an assessment.
Validity:	All relevant sections of the test must be completed within 6 months.

Table A14 B	IRI (A) CERTIFICATE REVALIDATION / RENEWAL
EASA reference:	Part-FCL.935, FCL.940.IRI, AMCs 1 & 3 to FCL.935
National reference:	CAP804, Standards Document 10 and Supplement
Revalidation:	Valid 3 years, can be revalidated within 12 months of expiry of the rating
Who can test:	FIE
Form used:	SRG1135, SRG1169, SRG 1100 Temporary Certificate of Licence Privilege.
AoC format:	Complete any 2 of the following 3 subject to the notes below: <ul style="list-style-type: none"> 50 hours instruction as FI, TRI, CRI, IRI, MI or examiner during the rating validity period to include 10 hours of training for the IR in the last 12 months preceding the date of expiry. Attend an approved refresher seminar at any time during the 3-year validity. Pass an assessment of competence any time within the last 12 months of the validity period.
Form guidance:	As indicated on Guidance Notes to SRG1135 and SRG1169. <ul style="list-style-type: none"> Where revalidation is by experience and seminar, SRG1135 is required to be completed and submitted as indicated on the form. Where revalidation or renewal involves an assessment of competence, both the SRG1135 and the Examiner Report form SRG1169 are to be completed and submitted as indicated on the form. In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms. A copy of SRG1169 must be retained in the examiner's records for 5 years.
Notes:	<ul style="list-style-type: none"> An assessment of competence shall be included as one of the requirements at least every alternate revalidation. If rating has lapsed the renewal is to be by seminar and assessment of competence with both events being completed within the 12 months before renewal. Further training may be recommended after failing an assessment of competence. IRI revalidation requires at least 10 hours of instruction for the IR to have been completed in the last 12 months of validity

Table H14 A	IRI (H) CERTIFICATE INITIAL
EASA reference:	Part FCL Subpart J
National reference:	CAP 804, Standards Document 10H
Who can test:	FIE Nominated by CAA.
Form used:	Application Form SRG1131, Examiners Report Form SRG1177, Temporary Certificate of Licence Privilege SRG 1100
AoC format:	Standards Doc 10 (applicable sections of the Instructor Assessment of Competence) & SRG1177 See Appendix 8 for Instructor Assessment of Competence Briefing Guide.
Form guidance:	As indicated on the application form and Doc 10. <ul style="list-style-type: none"> • Check applicants Form SRG1131 details and enter AoC details.

Table H14 B	IRI (H) CERTIFICATE REVALIDATION / RENEWAL
EASA reference:	Part FCL Subpart J
National reference:	CAP 804, Standards Document 10H
Revalidation:	Valid 3 years, can be revalidated within 12 months of expiry of the rating
Who can test:	FIE
Form used:	Application Form SRG1135, Examiners Record SRG1177, Temporary Certificate of Licence Privilege SRG 1100.
AoC format:	See FI Revalidation/Renewal & SRG1177
Form guidance:	As indicated on the application form and Doc 10H. <ul style="list-style-type: none"> • Check applicants Form SRG1135 details and enter skill test details. • Sign the applicants licence only if the instructor certificate is on Part XII of the certificate as a rating to be revalidated
Notes:	<ul style="list-style-type: none"> • IRI revalidation requires at least 10 hours of IF instruction to have been completed in the last 12 months of validity

Table H15 A	TRI (H) CERTIFICATE INITIAL
EASA reference:	Part FCL Subpart J
National reference:	CAP 804 and Standards Document 10H
Who can test:	FIE, TRE with (b)(4) privileges.
Form used:	Application Form SRG1131, Examiners Report Form SRG1177, Temporary Certificate of Licence Privilege SRG 1100
AoC format:	Standards Doc 10H (applicable sections of the Instructor Assessment of Competence) & SRG1177 See Appendix 8 for Instructor Assessment of Competence Briefing Guide.
Form guidance:	As indicated on the application form and Stds Doc 10. <ul style="list-style-type: none"> • Check applicants Form SRG 1131 details and enter AoC details.
Notes:	

Table H15 B	TRI (H) CERTIFICATE REVALIDATION / RENEWAL
EASA reference:	Part FCL Subpart J
National reference:	CAP 804 and Standards Document 10H
Revalidation:	Valid 3 years, can be revalidated within 12 months of expiry of the rating
Who can test:	FIE, TRE with (b)(4) privileges.
Form used:	SRG1135, Examiners Report Form SRG1177, Temporary Certificate of Licence Privilege SRG 1100.
AoC format:	<p>Revalidation Fulfil 2 of the following 3:</p> <ul style="list-style-type: none"> • 50 hours instruction on <u>each of the types</u> of aircraft for which instructional privileges are held or in an FSTD representing those type, of which at least 15 hours shall be in the last 12 months preceding the expiry date of the certificate. • Pass an AoC. • Receive instructor refresher training as a TRI at an ATO. <p>Renewal If rating has lapsed then the applicant shall have within 12 months preceding the application:</p> <ul style="list-style-type: none"> • Received refresher training as TRI at an ATO • Pass the AoC in each of the types in which renewal of the privileges is sought.

Table A16 A	ADDITION OF FI (A) PRIVILEGE TO TEACH FOR FI(R)
EASA reference:	Part-FCL.905.FI, FCL-935, AMCs 1 & 3 to FCL.935
National reference:	CAP 804, Standards Document 10
Who can test:	FIE. Normally a Staff FE or an FIE nominated by the Authority
Form used:	SRG1140, SRG1131, SRG1169.
AoC format:	<p>The examiner should plan to test just one applicant per day.</p> <p>The format of the assessment is the same as an FI assessment of competence with the following amplifications:</p> <ul style="list-style-type: none"> • The applicant should display a high standard of teaching ability and be able to answer a broad range of student FI questions, showing a greater depth of knowledge than that expected of an average FI. • Without exception, full spinning is to be covered as an airborne teaching exercise. • The main exercise during the flight phase should be flown with the applicant teaching the FIE as if the FIE were a trainee instructor. • If the applicant is already an experienced ME instructor (trained at least 3 successful applicants for the ME Skills Test) then the ground test should include a range of ME related questions and the applicant will be authorised as an FIC instructor for both SE & ME aircraft. <p>See Appendix 8 for FI Assessment of Competence Briefing Guide.</p>
Form guidance:	As indicated on SRG1140 (Application for Qualification as a Flight Instructor Course Instructor) SRG1131(Application for the Issue of an instructor certificate in accordance with Part-FCL) and SRG1169.
Notes:	<p>Entry requirements: The applicant is to have 500 hours of flight instruction in the appropriate aircraft category before the FIC authorisation may be granted.</p> <p>Whilst Part-FCL does not mandate training as an FIC Instructor (FCL.905.FI (i)) prior to the assessment of competence, applicants are strongly advised to undergo preparatory training with an FIE before presenting themselves for AoC.</p>

Table A16 C	FI (A) ADDITION OF PRIVILEGES TO TEACH FOR FI/CRI (ME)
EASA reference:	Part-FCL.935, AMCs 1 & 3 to FCL.935
National reference:	CAP804, Standards Document 10 and Supplement
Who can test:	Staff FE or FIE nominated by the Authority
Form used:	SRG1131, SRG1133, SRG1135, SRG1169 (Appropriately)
AoC format:	<p>Test format is described in Standards Doc 10.</p> <p>The applicant should display a high standard of teaching ability and be able to answer a broad range of student FI questions, showing a greater depth of knowledge than that expected from a normal FI.</p>
Form guidance:	<p>As indicated on Guidance Notes on forms.</p> <ul style="list-style-type: none"> • Copies of both SRG1131 and SRG1169 are required to be completed and submitted as indicated on the forms. • In the case of a fail or partial pass then a copy of SRG1169 must be given to applicant. Other copies retained and submitted as indicated on the forms.
Notes:	<ul style="list-style-type: none"> • If the AoC is to award FIC(ME) privileges and FIC(SE) privileges are to be revalidated on the same flight then all of the revalidation test items are to be included and the relevant SE test items are to be covered in the ground questioning. SRG1135 is to be completed in addition to Instructor SRG1131.

Table H16 A	ADDITION OF FI (H) PRIVILEGE TO TEACH FOR FI(R)
EASA reference:	Part FCL Subpart J section 2 (i)
National reference:	CAP 804 and Standards Document 10H
Who can test:	Staff FE or FIE nominated by the CAA
Form used:	Application Form SRG1133 & Examiners Report Form SRG1177
AoC format:	<p>See Standards Document 10H.</p> <ul style="list-style-type: none"> • The applicant should display a high standard of teaching ability and be able to answer a broad range of student FI questions, showing a greater depth of knowledge than that expected from a normal FI. • Without exception, EOL is to be covered as an airborne teaching exercise.
Form guidance:	<p>As indicated on the application form and Doc 10.</p> <ul style="list-style-type: none"> • Check applicant's SRG1131 details and enter AoC details.

Table 20	MPL (A) INSTRUCTOR QUALIFICATION
EASA reference:	Part-FCL.925, AMC1 FCL.925
National reference:	CAP 804, Standards Document 10
Who can test:	FIE for FI; TRE for SFI, TRI
Form Used:	In-house Instructor Qualification Certificate
Notes:	<p>Entry Requirements</p> <p>Core</p> <ul style="list-style-type: none"> • 500 hours pilot including 200 hours as instructor • Full CPL or ATPL • FI(A) with qualifications and privileges in accordance with the training items within the phase <p>Basic</p> <ul style="list-style-type: none"> • FI (ME & IR) or IRI(A) qualified to instruct on integrated ATP(A) or CPL(A)/IR course with MCC and 1500 hrs in multi-crew environment <p>or</p> <ul style="list-style-type: none"> • FI(A) and MCCI(A) <p>or</p> <ul style="list-style-type: none"> • FI(A) and SFI(A) <p>or</p> <ul style="list-style-type: none"> • FI(A) and TRI(A) <p>The requirements for instructor approval are normally detailed in the ATO's Operations Manual.</p>

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

Table 21 A	FE CERTIFICATE INITIAL (A&H)
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804, Standards Document 21 AH,
Who can test:	CAA Inspector or Senior Examiner nominated by the CAA
Form used:	Form TS 10, SRG F1100A:Temporary Licensing Certificate for Examiner Privileges.
Test format:	Pass an examiner assessment of competence (AoC) conducted by an inspector from the authority or a Senior Examiner specifically authorised for the purpose. This Inspector or Senior Examiner will act as the dummy applicant for a LAPL or PPL Skill Test (as applicable). The applicant examiner is to brief, manage, debrief, assess and administer the test as his final assessment. This AoC is additional to the examiner standardisation training course and will only be conducted following satisfactory completion of the entire course.
Form guidance:	TS 10 Send form to singlepilot-examinerreports@caa.co.uk , SRG 1100A Temporary Certificate of Licence Privilege.
Notes:	<p>Applicant must be in possession of an approval before undertaking examiner standardisation training and an AoC.</p> <p>Entry Requirements: Full details of entry and training requirements are in Standards Document 21</p> <p>LAPL (A) privileges</p> <ul style="list-style-type: none"> • 500 hours as pilot of aeroplanes or TMG including 100 hours of flight instruction. <p>LAPL (H) privileges</p> <ul style="list-style-type: none"> • 500 hours as pilot of helicopters including 150 hours of flight instruction. <p>PPL (A&H) privileges</p> <ul style="list-style-type: none"> • 1000 hours as pilot of aeroplanes or TMG including 250 hours of flight instruction. <p>CPL (A&H) privileges</p> <ul style="list-style-type: none"> • 2000 hours pilot of aeroplanes or TMG including 250 hours of flight instruction. <p>Training Requirements: Approved course of examiner standardisation training in accordance with AMC1 FCL.1015. See Standards Document 21 for more information.</p>

Table 21 B	FE CERTIFICATE RENEWAL/REVALIDATION (A&H)
EASA reference:	Part-FCL.1025
National reference:	CAP 804, Standards Document 21 AH,
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry
Who can test:	CAA Inspector or Senior Examiner
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 6 skill tests or checks within validity period. • One test in the final year is to be observed or a 'dummy' test to the satisfaction of an appropriate examiner. This test should be a CPL or PPL Skill test. However, for FE(PPL/LAPL) a class/type rating PC/ST is acceptable. • Attend an examiner refresher course in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records to the Inspector/SE carrying out the AoC. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher course.. • Carry out observed or a 'dummy' test to the satisfaction of an Inspector/SE • Depending on the period since the certificate lapsed, the CAA may specify refresher training at an ATO.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	

Table 21 C	EXTENSION to FE (A) CERTIFICATE for ADDITIONAL CLASSES or TYPES
EASA reference:	AMC1 FCL.1015
National reference:	CAP 804, Standards Document 21 AH, Standards Document 22 AH
Who can test:	CAA Inspector or Senior Examiner designated by the Authority
Form used:	Form TS 10
Test format:	Brief, conduct and assess a ST flown by an Inspector or Senior Examiner acting as the applicant comprising relevant parts of class/type rating ST schedule to cover one engine inoperative procedures (addition of ME privileges) or to cover engine failure procedures (addition of SE privileges).
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	For the addition of other classes or types to an FE certificate, for example TMG or SET to an SEP certificate, a written application should be made to the CAA using SRG Form 1128. Additional standardisation training and a further AoC may be required.

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

Table 22 A	CRE CERTIFICATE INITIAL
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804, Standards Document 21 AH, Standards Document 22 AH
Who can test:	CAA Inspector or Senior Examiner as designated by the Authority.
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	<p>Pass an examiner AoC with an inspector from the authority or senior examiner specifically authorised for the purpose. For CRE without IR revalidation and renewal (FCL.1005.CRE (b)(2)) privileges, this will normally be an observed or dummy SP type or class rating ST or PC conducted day, VFR. For CRE/IRR the AoC will normally be a type or class rating ST or PC combined with the revalidation or renewal of an IR. The applicant examiner is to brief, manage, debrief assess and administrate the test as his final assessment.</p> <p>Applicants also wishing to gain OPC privileges will either be observed conducting a combined LPC/OPC or will be observed subsequently at their AOC base conducting an OPC on a 'live' applicant using AOC facilities and procedures.</p>
Form guidance:	Send to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Entry Requirements: Full details of entry and training requirements are in Standards Document 21</p> <p>CRE VFR only</p> <ul style="list-style-type: none"> • Holds or has held CPL, MPL or ATPL with SP privileges. Holds PPL. • 500 hours as pilot (A). • FI or CRI <p>CRE with Instrument Rating Revalidation/Renewal Privileges CRE(IRR)</p> <ul style="list-style-type: none"> • Holds or has held CPL, MPL or ATPL with SP privileges. Holds PPL/IR. • 2000 hours pilot (A). • 450 hours IFR of which 250 as instructor. • FI (with privilege to instruct for IR) or CRI plus IRI <p>Training Requirements: Approved course of examiner standardisation training in accordance with AMC1 FCL.1015. See Standards Document 21 for more information.</p>

Table 22 B	CRE CERTIFICATE RENEWAL/REVALIDATION
EASA reference:	Part-FCL.1025
National reference:	CAP 804, Standards Document 21 AH
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry of the certificate
Who can test:	CAA Inspector or Senior Examiner designated by the Authority.
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 skill tests or checks within each year. • One test in the final year is to be observed or a 'dummy' test to the satisfaction of an appropriate examiner. If OPC privileges are held, then this test should include an OPC. • Attend an examiner refresher seminar in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records to the examiner carrying out the reauthorisation flight. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher seminar. • Carry out observed or a 'dummy' test to the satisfaction of an appropriate examiner. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Form guidance:	Send to singlepilot-examinerreports@caa.co.uk

Table 22 C	EXTENSION to CRE CERTIFICATE for ADDITIONAL CLASSES or TYPES
EASA reference:	AMC1 FCL.1015
National reference:	CAP 804, Standards Document 21 AH,
Who can test:	CAA Inspector or Senior Examiner
Form used:	Form TS 10
Test format:	Brief, conduct and assess a ST flown by an appropriate examiner acting as the applicant comprising relevant parts of the class/type rating ST schedule to cover one engine inoperative procedures (addition of ME privileges) or to cover engine failure procedures (addition of SE privileges).
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	For the addition of other classes to an FE certificate, for example TMG or SET to an SEP certificate, a written application should be made to FCS using SRG Form 1128. Additional examiner standardisation training and a further AoC may be required.

Table 22 D	VARIATION of CRE/IRR CERTIFICATE for FNPT II
EASA reference:	AMC1 FCL.1015
National reference:	CAP 804, Standards Document 21 AH,
Who can conduct:	CAA Inspector, Senior Examiner designated by the Authority.
Documentation:	Application to vary examining privileges to include tests/checks in SFTD. SRG Form 1128
Test format:	The CRE with IRR privileges shall demonstrate his/her familiarity with the specific FNPT equipment in the context of PC SPA requirements, instrument failure and engine failure simulations by conducting a "dummy" IR Revalidation. Where the CRE(IRR) is not a current Instructor on the FNPT II to be used he/she shall first demonstrate familiarity with that FNPT II by flying at least a take-off, procedural ILS (3D Approach) to missed approach, engine failure and asymmetric visual circuit to land, all from the left hand seat.
Notes:	See Notes in Table 4C - IR Revalidations in FNPT II – Aide Mémoire

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

Table 24 A	TRE (H) CERTIFICATE INITIAL ISSUE
EASA Reference:	Part FCL 2 Subpart K FCL 1010 (b)
National reference:	CAP 804, Standards Document 21 AH,
Who Can Test:	CAA Inspector, Staff FE or Senior Examiner specifically authorised for the purpose.
Form Used:	FCL Form TS10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test Format:	Based on the check/test for which the authorisation is sought i.e. an OPC for CAT or a ST/PC for non-CAT. The applicant is to brief, conduct and assess the relevant test/check to be flown. The Examiner will act as the applicant for the ST/PC or with the Examiner observing a live applicant for the OPC. This should include the IF section where the applicant is to be qualified to revalidate an IR(H).
Form Guidance:	Send form to singlepilot-examinerreports@caa.co.uk

Table 24 B	TRE (H) CERTIFICATE REVALIDATION & RENEWAL
EASA Reference:	Part FCL 2 Subpart K FCL 1010 (b)
National reference:	CAP 804, Standards Document 21 AH,
Reauthorisation:	Valid 3 years in addition to the remainder of the month of issue. If issued within the final 12 months of the validity period, the new period of validity shall extend until 3 years from the existing expiry date.
Who Can Test:	CAA Inspector, Staff FE, Senior Examiner specifically authorised for the purpose
Form Used:	FCL Form TS10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test Format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 skill tests or checks within each year. • One test in the final year is to be observed or a 'dummy' test to the satisfaction of an appropriate examiner. If OPC privileges are held, then this test should include an OPC. • Attend an examiner refresher seminar in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records to the examiner carrying out the reauthorisation flight. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher seminar. • Carry out observed or a 'dummy' test to the satisfaction of an appropriate examiner. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Form Guidance:	Send form to singlepilot-examinerreports@caa.co.uk

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

Table 25 A	IRE CERTIFICATE INITIAL (A&H)
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804, Standards Document 21 AH,
Who can test:	CAA Inspector, Senior Examiner designated by the Authority.
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	Pass an AoC with an inspector from the authority or senior examiner specifically authorised for the purpose. This will normally be a dummy IR skill test. The applicant examiner is to brief, manage, debrief assess and administrate the test as his final assessment.
Form guidance:	Send to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Full details of entry and training requirements are in Standards Document 21</p> <p>Entry Requirements (A):</p> <ul style="list-style-type: none"> • 2000 hours pilot (A). • 450 hours IFR of which 250 as instructor. • Hold IRI (A) <p>Entry Requirements (H):</p> <ul style="list-style-type: none"> • 2000 hours pilot (H). • 300 hours instrument flight time on helicopters of which 200 as instructor. • Hold IRI (H) <p>Training Requirements:</p> <p>Approved course of examiner standardisation training in accordance with AMC1 FCL.1015. See Standards Document 21 for more information</p>

Table 25 B	IRE CERTIFICATE RENEWAL/REVALIDATION (A&H)
EASA reference:	Part-FCL.1025
National reference:	CAP 804, Standards Document 21 AH,
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry of the certificate
Who can test:	CAA Inspector, Senior Examiner designated by the Authority.
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 skill tests or checks within each year. • One test in the final year is to be observed or a 'dummy' test to the satisfaction of an appropriate examiner. • Attend an examiner refresher seminar in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records for at least the previous year to the examiner carrying out the reauthorisation flight. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher seminar. • Carry out observed or a 'dummy' test to the satisfaction of an appropriate examiner. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk

Table 25 C	EXTENSION to IRE (A) CERTIFICATE for ADDITIONAL CLASSES or TYPES
EASA reference:	AMC1 FCL.1015
National reference:	CAP 804, Standards Document 21 AH,
Who can test:	CAA Inspector, Senior Examiner designated by the Authority.
Form used:	Form TS 10
Test format:	For the addition of ME privileges: brief, conduct and assess a ST flown by an appropriate examiner acting as the applicant comprising relevant parts of rating ST schedule to cover one engine inoperative procedures.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	For the addition of other types or classes to an IRE certificate a written application should be made to FCS who will determine what additional training or testing is required.

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

Table 26 A	.FIE CERTIFICATE INITIAL (A&H)
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804, Standards Document 21 AH,
Who can test:	CAA Inspector, Senior Examiner designated by the Authority
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	<p>Pass an examiner assessment of competence (AoC). This will be conducted by an inspector from the authority or senior examiner specifically authorised for the purpose, in the class or type of aeroplane or helicopter and in the specific role (or roles) for which authorisation is sought.</p> <p>The examiner AoC will include all aspects of the assessment of instructor competence in accordance with AMC FCL.935 and CAA Standards Document 10.</p> <p>The AoC shall be normally conducted as a "dummy" test with the inspector/senior examiner playing the role of an applicant for an instructor certificate. In exceptional circumstances, the AoC may be conducted as a "live" event in which case the AoC shall be in an aircraft having at least four seats with the applicant for the instructor certificate occupying the normal instructor's position and the examiner seeking authorisation as FIE in the student pilot's seat. The inspector or senior examiner will occupy a rear/jump seat in the aircraft.</p>
Form guidance:	Send to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Full details of entry and training requirements are in Standards Document 21</p> <p>Entry Requirements:</p> <ul style="list-style-type: none"> • Hold the relevant instructor certificate. • (A) 2000 hours pilot of aeroplanes or TMG. • (H) 2000 hours pilot of helicopters. • 100 hours instructing for an instructor certificate. <p>Training Requirements:</p> <p>Approved course of examiner standardisation training in accordance with AMC1 FCL.1015. See Standards Document 21 for more information.</p>

Table 26 B	FIE CERTIFICATE RENEWAL/REVALIDATION (A&H)
EASA reference:	Part-FCL.1025
National reference:	CAP 804, Standards Document 21 AH,
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry of the certificate
Who can test:	CAA Inspector, Senior Examiner designated by the Authority
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 assessments of competence within each year. • One assessment in the final year is to be observed or a 'dummy' assessment to the satisfaction of a CAA Inspector of SE. • Attend an examiner seminar in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records to the examiner carrying out the reauthorisation flight. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher seminar. • Carry out observed or a 'dummy' test to the satisfaction of a CAA Inspector or SE. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.

Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
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Table 26 C	EXTENSION to FIE(A) CERTIFICATE for ADDITIONAL CLASSES or TYPES
EASA reference:	AMC1 FCL.1015
National reference:	CAP 804, Standards Document 21 AH,
Who can test:	CAA Inspector, Senior Examiner designated by the Authority.
Form used:	Form TS 10
Test format:	Brief, conduct and assess an FI AoC flown by a CAA Inspector or SE acting as the applicant instructor.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	For the addition of other types or classes to an FIE certificate a written application should be made using SRG Form 1128. Additional examiner standardisation training and a further AoC may be required.

Table 27 A	SFE (H) CERTIFICATE INITIAL ISSUE
EASA Reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804, Standards Document 21 AH,
Who Can Test:	CAA Inspector or Senior Examiner
Form Used:	FCL Form TS10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test Format:	Based on the check/test for which the authorisation is sought i.e. an OPC for CAT or a ST/PC for non-CAT. The applicant is to brief, conduct and assess the relevant test/check to be flown. The Examiner will act as the applicant for the ST or with the Examiner observing a live applicant for the OPC. This should include the IF section where the applicant is to be qualified to revalidate an IR(H).
Form Guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Entry Requirements Full details of entry and training requirements are in Standards Document 21:</p> <ul style="list-style-type: none"> • Hold or have held an ATPL(H), a type rating and a SFI(H) certificate on the applicable type of helicopter • Have at least 1000 hrs flight time on multi-pilot helicopters. • Have completed at least 50 hours of synthetic flight instruction as a SFI on the applicable type.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk

Table 27 B	SFE (H) CERTIFICATE REVALIDATION & RENEWAL
EASA Reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020
National reference:	CAP 804, Standards Document 21 AH,
Reauthorisation:	Valid 3 years in addition to the remainder of the month of issue. If issued within the final 12 months of the validity period, the new period of validity shall extend until 3 years from the existing expiry date.
Who Can Test:	CAA Inspector or Senior Examiner
Form Used:	FCL Form TS10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test Format:	<p>Revalidation</p> <ul style="list-style-type: none"> • Conduct a minimum of 2 skill tests or checks within each year. • One test in the final year is to be observed or a 'dummy' test to the satisfaction of an appropriate examiner. If OPC privileges are held, then this test should include an OPC. • Attend an examiner refresher seminar in the final year. • Continue to comply with current standardisation requirements. • Examiners are to make available their test records to the examiner carrying out the reauthorisation flight. <p>Renewal</p> <ul style="list-style-type: none"> • Attend an examiner refresher seminar. • Carry out observed or a 'dummy' test to the satisfaction of an appropriate examiner. • Depending on the period of time since the certificate lapsed, the CAA may specify refresher training at an ATO.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk

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

Table 28 A	SENIOR EXAMINER CERTIFICATE INITIAL (A&H)
EASA reference:	Part-FCL Subpart K, Section 2, AMC1 FCL.1020; FCL.1025
National reference:	CAP 804, Guidance Document 22
Who can test:	CAA Inspector
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	Be observed by a CAA Inspector conducting an examiner assessment of competence.
Form guidance:	Send to singlepilot-examinerreports@caa.co.uk
Notes:	<p>Requirements:</p> <p>NOTE: Senior Examiner Certificates or specific authorisations and tasking for Senior Examiner activity will be issued as required by the CAA Shared Service Centre (examiner desk). Meeting the pre-requisites for SE does not automatically qualify an examiner to be trained and authorised as a SE.</p> <ul style="list-style-type: none"> Valid or current examiner certificate relating to the SE privileges being granted. Examiner experience level acceptable to the CAA. Conducted a number of skill tests or proficiency checks as a Part-FCL examiner. Pre-assessment carrying out relevant skill test or proficiency check observed by a CAA Inspector. <p>Training Requirements: Initial authorisation: Attend Senior Examiner standardisation course provided by the CAA. Revalidation: Attend Senior Examiner refresher seminar provided by the CAA.</p>

Table 28 B	SENIOR EXAMINER CERTIFICATE RENEWAL/REVALIDATION (A&H)
EASA reference:	AMC1 FCL.1020; FCL.1025
National reference:	CAP 804, Guidance Document 22
Reauthorisation:	Valid 3 years, can be revalidated within 12 months of expiry of the certificate
Who can test:	CAA Inspector
Form used:	Form TS 10, SRG F1100A: Temporary Licensing Certificate for Examiner Privileges.
Test format:	As required by the CAA. – Attend SE refresher seminar and be observed conducting one examiner assessment of competence in last year of validity.
Form guidance:	Send form to singlepilot-examinerreports@caa.co.uk
Notes:	

APPENDIX 1 NOTES FOR THE EXAMINER CONDUCTING LAPL, PPL, CPL AND IR SKILL TESTS

This appendix outlines the administrative actions required by examiners conducting LAPL, PPL, CPL and IR skill tests. Aeroplane examples are used throughout for brevity. However, the principles of completion apply to the equivalent helicopter forms where applicable.

Pre-test

Applicants for skill tests shall be recommended for the test by the organisation or person responsible for the training once the training is completed. Training records shall be made available to the examiner if requested. Each applicant for a skill test must provide written evidence to the examiner that they have been recommended for the test in accordance with FCL.030 and the procedures at their ATO. This recommendation must be signed by the person making the recommendation, with the name and the date of the authorising signatory. Notwithstanding the previous statement, applicants for an IR or EIR skill test credited with the Part-FCL training requirements on the basis of holding a valid IR issued in accordance with the requirements of Annex 1 to the Chicago Convention, that have not received training at an ATO, do not require a course completion certificate or recommendation for test.

The applicant must have received training in the aircraft Type/Class used for the test. Applicants must have successfully completed the appropriate ground training and examinations before the flight test, although, for integrated course students, they need not have sat the examinations. CPL applicants must hold a Night Rating or have completed the requirements for its issue during their course. Applicants for the modular IR(A) course must hold a CPL or PPL in the appropriate aircraft category or an ATPL in another category and hold a Night Rating if IR privileges are to be used at night. In addition, they must have at least completed the class/type rating training for the aircraft used in the test. Applicants for a modular IR(A) course for the Procedural Instrument Flight Module, who do not hold a CPL(A) shall be the holder of a course completion certificate for the Basic Instrument Flight Module (BIFM).

Skill tests for CPL, IR, EIR and type/class ratings must be started within 6 months of completing flight instruction. Subsequent tests must be completed within 6 months of the first attempt.

Applicants applying for a ME(A) Class or Type Rating must have 70 hours PIC prior to licence issue. For CPL(A) licence issue, they must have received 5 hours training and be tested in an aeroplane certified for the carriage of at least 4 persons, have a VP prop and retractable landing gear. Successful tests carried out on centreline thrust multi-engine aeroplanes will result in the issue of a MEP Class Rating restricted to centreline thrust aeroplanes only.

Skill Test Assessment and Report Forms - SRG2127/2128/2130/2131 (Aeroplane), SRG 1172/2197/2135 (Helicopter) & SRG2129 Notification of Failure

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

- the applicant;
- CAA;
- the examiner;
- If the examiner holds a Part-FCL licence issued by another Authority a further copy of the forms must be sent to his National Authority.

Before flight

- Get all the required documentation and information at the initial briefing. When the applicant is planning you can complete some parts of the form. The sections required are indicated by a ✓. In Example 1, Section 6 multi-engine items 6a to 6d and item 6e (ATC compliance, R/T procedures and Airmanship) are not required but 6f (Class Rating items) and 6g (Oral Questions) are required for all PPL and CPL tests. Strike through any section or items NOT required with a diagonal line.

- At the beginning of the main brief confirm the details with the applicant and get him to sign at the top.

After flight (Example 1)

- After determining the result, start filling in the form by putting in the Block Times, and the diversion destination.
- Write 'PASS' or 'FAIL' at the top of the appropriate sections.
- Next write 'FAIL' against each item failed (if any). In Example 1 the applicant has failed items 3b and 3d.
- If the failure is assessed against TEM or airmanship (variously described but usually assessed in each section) then the 'FAIL' could be recorded against a specific item, for the whole section or for the entire test. Care must be taken to justify such action by objective statement.
- Write a ✓ against passed items. Aeroplane: Don't forget items 6f and 6g (not LAPL).
- You can see clearly which section has been failed so now you can put a ✓ in the sections to be re-tested. Remember for a partial you will always reassess all items in the failed section. If more than one section is failed it requires a full re-test.
- Further training may be recommended or required depending on the nature of the test and attempt number. Further training must not be awarded as a punitive measure; the examiner should specify the amount and nature of the training in order to address the underlying reason(s) for failure.
- After informing the applicant of the result, both you and the applicant sign the form at the bottom.
- Complete the Examiner's section of the SRG1105 (LAPL, PPL), SRG1183 (CPL and Integrated IR), SRG1161 (Modular IR) if applicable.
- Offer to debrief the applicant on his overall performance, highlighting areas for improvement if any sections were failed or where performance was marginal.

Notification of Failure - SRG2129 (Example 2)

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

Partial Pass - 2nd attempt (Examples 3 & 4)

- Make sure you know exactly what you need to retest; it will always be all items in the previously failed section. While Part-FCL only requires that the failed section is re-tested, applicants will be expected to carry out the necessary pre-flight planning and preparation and any other actions necessary to put the aircraft in a position from which the retest of the failed section can be commenced.
- Make it clear which sections have already been passed by putting in the date they were passed, the word PASS at the appropriate section and strike through with a diagonal line as in example 3.
- If the test was a pass, Example 4 shows the completed form.

Note that the failure of any section at the 2nd attempt will result in a full fail. The whole test will need to be repeated at a later date following any further training.

Incomplete test (Example 5)

- After flight fill in the items that have been completed including any failed items or sections. (Remember that a section has been failed when any item within that section has been failed thus there is no need to complete any further items in that section).
- If any items have not been assessed or were not completed (e.g. due to bad weather) write N/F or INC (not flown or incomplete) against that item and write INC at the top of the section.
- In the '*Re-test*' line you can write nothing until the test has been completed.
- In the '*Test sections incomplete due*' line write a brief reason e.g. Low Cloud.
- In the 'Items not completed' write the items not tested yet or ALL if it is the whole section.
- For any failed items you must complete SRG form 2129 reasons for failure section.
- Finally, in a convenient space write clearly 'FREE RETEST NEEDED TO COMPLETE TEST' or something similar.

To complete the incomplete test (Example 6)

- Fill in a new form. Except in unavoidable circumstances, the same examiner should complete the incomplete test. If a section had been failed on the previous flight do not attempt to fly the incomplete items *and* the retest in one flight. The aim is to complete the first attempt.
- Note that sections 1, 2, 3, 4 a,e,g,h and 6 were completed on the last flight in this case and should not be tested again. Example 5 shows how the form can be filled in before flight. Sections 1, 2, 3 and 6 (items) can be crossed through with a diagonal line.
- After flight fill in the missing items and decide the overall result of the test in the usual way.

LAPL/PPL Skill Test Flown in 2 parts – GH (Example 7)

- The SRG2127/28s for a LAPL/PPL Skill test flown in 2 parts are completed in a similar way to those for an incomplete test.
- Assuming that the en-route section is to be completed on a second flight, Section 3 can be crossed through and a note made in the 'Test Sections Incomplete' box.
- Note in a convenient space that this is the first part of a 2-part test.

LAPL/PPL Skill Test Flown in 2 parts – En-route (Example 8)

- The second part of the test is, effectively, completing an incomplete test. However, note that Section 1 and Section 4, Items a,b,h (Items a,c,i for LAPL) must be retested even though they were satisfactory on the first part of the test. If either Sections 1 or 4 were unsatisfactory on the first test, successful completion of them on the second part does **not** change this result.
- Note in a convenient space that this test is completing a test in 2 parts.

Example 1

Examiner Report for the PPL(A) Skill Test

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



1. APPLICANT DETAILS

Surname TRYER..... Forename(s)ANDREW..JOHN.....
 CAA Personal reference number

7	6	5	4	3	2	1	A
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 Licence Type:
 Series1.....Attempt.1.....Date1..APRIL..13.....

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000 and on conviction on indictment with an unlimited fine or up to 2 years imprisonment or both.

I declare that the information provided is correct. Applicant's Signature *A Tryer*

2. FLIGHT TEST

Route: Little Mudfield - Middletown - Great Snoring - PD to Much Bending

Aircraft Type & Reg: PA28 G-ABCD Block Times: Depart 1205 Arrive 1415 Total 2:10

Test Sections:	1	2	3	4	5	6
Sections to be taken:	✓	✓	✓	✓	✓	✓
Result:	PASS	PASS	FAIL	PASS	PASS	PASS
Retraining should include: S & L flight trimming Diversion planning and execution	a	✓	✓	✓	✓	✓
	b	✓	✓	FAIL	✓	✓
	c	✓	✓	✓	✓	✓
	d	✓	✓	FAIL	✓	✓
	e	✓	✓	✓	✓	
	f	✓	✓	✓	✓	✓
	g	✓	✓	✓	✓	✓
	h	✓	✓		✓	

Re-test Sections:			✓			
Test Sections incomplete due:						
Items not completed:						
Re-training required/recommended	Aircraft: One flight			FSTD:		
Examiner's Name Signature	AIR Mann		Examiner's No.: GBR/FE/1234567A			
Examiner's Signature	AIRMann		Date: 1 April 2013			
Authorising Competent Authority	UK CAA		Date of Examiner UK briefing (if applicable):			
Received (Applicant)	<i>A Tryer</i>		Date 1 April 2013			

3. APPROVED TRAINING ORGANISATION

ATO: Aeroclub Date Training Commenced: 17 Sept 2012 Recommended for test by (name): P Pilate

Example 2

Examiner Report for the LAPL/PPL/CPL/IR Skill Test Failure



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

1. APPLICANT'S DETAILS		To be completed by the Examiner
Surname TRYER.....	Forename(s)ANDREW.JOHN.....	
CAA Ref No765432A.....	Licence Type:	
Type of Skill Test: Aeroplane <input checked="" type="checkbox"/>	Helicopter <input type="checkbox"/>	
LAPL <input type="checkbox"/> PPL <input checked="" type="checkbox"/> CPL <input type="checkbox"/> IR <input type="checkbox"/>	Other (please specify):	
Series ...1.....Attempt.1.....Date ...1..APRIL..13.....		Place of Test:.. Little Mudfield

2. REASONS FOR FAILURE		To be completed by the Examiner
Section	Sub section	
3	b	Mr Tryer failed to trim the aeroplane correctly consequently his altitude varied by ± 300 feet while he was involved in navigation or log keeping.
3	d	Mr Tryer was asked to divert to Much Bending. He failed to add variation of 5°W to his measured track and corrected 10° to the left when the wind was coming from his right. Consequently he drifted well to the left of track and misidentified Bath as Much Bending.
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 0; right: 0; bottom: 0; left: 0; background: linear-gradient(to top right, transparent 49%, black 49%, black 51%, transparent 51%);"></div> </div>		
I have advised the applicant that they must complete further training as follows: Flight Hours:One flight..... FSTD Hours..... Other recommendations: ...Navigation - concentrate on trimming and diversion planning..... Applicant's address or e-mail for correspondence:		
Examiner's Signature:AIRMann..... Name (block capitals):A. I. R. MANN..... Examiner's CAA Reference No.:GBR/FE/1234567A....		

Example 3

Examiner Report for the PPL(A) Skill Test



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

1. APPLICANT DETAILS

Surname TRYER..... Forename(s) ANDREW..JOHN.....
 CAA Personal reference number

7	6	5	4	3	2	1	A
---	---	---	---	---	---	---	---

 Licence Type:
 Series1..... Attempt.2..... Date5..APRIL..13.....

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000 and on conviction on indictment with an unlimited fine or up to 2 years imprisonment or both.

I declare that the information provided is correct. Applicant's Signature *A Tryer*

2. FLIGHT TEST

Route Little Mudfield - Northtown - Little Wheezing - PD

Aircraft Type & Regn		Block Times: Depart			Arrive	Total
PA28 G-ABCD		1	2	3	4	5
Test Sections:		1	2	3	4	5
Sections to be taken:		1 Apr	1 Apr	✓	1 Apr	1 Apr
Result:		PASS	PASS		PASS	PASS
	a					
	b					
	c					
	d					
	e					
	f					
	g					
	h					
Re-test Sections:						
Test Sections incomplete due:						
Items not completed:						
Re-training required/recommended		Aircraft:		FSTD:		
Examiner's Name Signature		Examiner's No.:				
Examiner's Signature		Date:				
Authorising Competent Authority		Date of Examiner UK briefing (if applicable):				
Received (Applicant)		Date				

3. APPROVED TRAINING ORGANISATION

ATO: Aeroclub Date Training Commenced: 17 Sept 2012 Recommended for test by (name): P Pilate

Example 4

Examiner Report for the PPL(A) Skill Test



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

1. APPLICANT DETAILS

Surname TRYER..... Forename(s) ANDREW..JOHN.....
 CAA Personal reference number

7	6	5	4	3	2	1	A
---	---	---	---	---	---	---	---

 Licence Type:
 Series1..... Attempt.2..... Date5..APRIL..13.....

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000 and on conviction on indictment with an unlimited fine or up to 2 years imprisonment or both.

I declare that the information provided is correct. Applicant's Signature *A Tryer*

2. FLIGHT TEST

Route Little Mudfield - Northtown - Little Wheezing - PD

Aircraft Type & Regn PA28 G-ABCD Block Times: Depart 1015 Arrive 1120 Total 1:05

Test Sections:	1	2	3	4	5	6
Sections to be taken:	1 Apr	1 Apr	✓	1 Apr	1 Apr	1 Apr
Result:	PASS	PASS	PASS	PASS	PASS	PASS
a			✓			
b			✓			
c			✓			
d			✓			
e			✓			
f			✓			
g			✓			
h						

Re-test Sections:						
Test Sections incomplete due:						
Items not completed:						
Re-training required/recommended	Aircraft:			FSTD:		
Examiner's Name Signature	AIR Mann			Examiner's No.: GBR/FE/1234567A		
Examiner's Signature	AIRMann			Date: 5 April 2013		
Authorising Competent Authority	UK CAA			Date of Examiner UK briefing (if applicable):		
Received (Applicant)	<i>A Tryer</i>			Date 5 April 2013		

3. APPROVED TRAINING ORGANISATION

ATO: Aeroclub Date Training Commenced: 17 Sept 2012 Recommended for test by (name): P Pilate

Example 5

Examiner Report for the PPL(A) Skill Test

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



1. APPLICANT DETAILS

Surname TRYER..... Forename(s) ANDREW..JOHN.....
 CAA Personal reference number

7	6	5	4	3	2	1	A
---	---	---	---	---	---	---	---

 Licence Type:
 Series1..... Attempt.1..... Date1..APRIL..13.....

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000 and on conviction on indictment with an unlimited fine or up to 2 years imprisonment or both.

I declare that the information provided is correct. Applicant's Signature *A Tryer*

2. FLIGHT TEST

Route Little Mudfield - Middletown - Great Snoring - PD to Much Bending

Aircraft Type & Regn PA28 G-ABCD Block Times: Depart 1205 Arrive 1400 Total 1:55

Test Sections:	1	2	3	4	5	6	
Sections to be taken:	✓	✓	✓	✓	✓	✓	
Result:	PASS	PASS	FAIL	INC	INC	PASS	
FREE RETEST NEEDED TO COMPLETE THIS TEST	a	✓	✓	✓	✓	N/F	
	b	✓	✓	FAIL	N/F	N/F	
	c	✓	✓	✓	N/F	✓	
	d	✓	✓	FAIL	N/F	✓	
	e	✓	✓	✓	✓		
	f	✓	✓	✓	N/F		✓
	g	✓	✓	✓	✓		✓
	h	✓	✓		✓		

Re-test Sections:						
Test Sections incomplete due:	Deteriorating weather and low cloud					
Items not completed:				b, c, d, f	a, b	
Re-training required/recommended	Aircraft:			FSTD:		
Examiner's Name Signature	AIR Mann			Examiner's No.: GBR/FE/1234567A		
Examiner's Signature	AIRMann			Date: 1 April 2013		
Authorising Competent Authority	UK CAA			Date of Examiner UK briefing (if applicable):		
Received (Applicant)	<i>A Tryer</i>			Date 1 April 2013		

3. APPROVED TRAINING ORGANISATION

ATO: Aeroclub Date Training Commenced: 17 Sept 2012 Recommended for test by (name): P Pilate

Example 6

Examiner Report for the PPL(A) Skill Test



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

1. APPLICANT DETAILS

Surname TRYER..... Forename(s) ANDREW..JOHN.....
 CAA Personal reference number

7	6	5	4	3	2	1	A
---	---	---	---	---	---	---	---

 Licence Type:
 Series1..... Attempt.1..... Date2..APRIL..13.....

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000 and on conviction on indictment with an unlimited fine or up to 2 years imprisonment or both.

I declare that the information provided is correct. Applicant's Signature *A Tryer*

2. FLIGHT TEST

Route Little Mudfield Local Area

Aircraft Type & Regn		Block Times: Depart			Arrive	Total	
PA28 G-ABCD		1	2	3	4	5	6
Test Sections:		1	2	3	4	5	6
Sections to be taken:		1 APR	1 APR	1 APR	b, c, d, f	a, b	1 APR
Result:		PASS	PASS	FAIL			PASS
FREE RETEST TO COMPLETE	a	/	/	/	1 APR		/
	b	/	/	/			/
	c	/	/	/		1 APR	/
	d	/	/	/		1 APR	/
	e	/	/	/	1 APR		/
	f	/	/	/			/
	g	/	/	/	1 APR		/
	h	/	/	/	1 APR		/
Re-test Sections:							
Test Sections incomplete due:							
Items not completed:							
Re-training required/recommended		Aircraft:			FSTD:		
Examiner's Name Signature		Examiner's No.:					
Examiner's Signature		Date:					
Authorising Competent Authority		Date of Examiner UK briefing (if applicable):					
Received (Applicant)		Date					

3. APPROVED TRAINING ORGANISATION

ATO: Aeroclub Date Training Commenced: 17 Sept 2012 Recommended for test by (name): P Pilate

Example 7

Examiner Report for the PPL(A) Skill Test



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

1. APPLICANT DETAILS

Surname TRYER..... Forename(s) ANDREW..JOHN.....
 CAA Personal reference number

7	6	5	4	3	2	1	A
---	---	---	---	---	---	---	---

 Licence Type:
 Series1..... Attempt.1..... Date5..APRIL..13.....

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000 and on conviction on indictment with an unlimited fine or up to 2 years imprisonment or both.

I declare that the information provided is correct. Applicant's Signature *A Tryer*

2. FLIGHT TEST

Route Little Mudfield - Little Mudfield

Aircraft Type & Regn PA28 G-ABCD Block Times: Depart Arrive Total

Test Sections:	1	2	3	4	5	6
Sections to be taken:	✓	✓		✓	✓	✓
Result:						
First part of 2-part test	a					
	b					
	c					
	d					
	e					
	f					
	g					
	h					

Re-test Sections:						
Test Sections incomplete due:	Test in 2 parts					
Items not completed:			All			
Re-training required/recommended	Aircraft:			FSTD:		
Examiner's Name Signature	Examiner's No.:					
Examiner's Signature	Date:					
Authorising Competent Authority	Date of Examiner UK briefing (if applicable):					
Received (Applicant)	Date					

3. APPROVED TRAINING ORGANISATION

ATO: Aeroclub Date Training Commenced: 17 Sept 2012 Recommended for test by (name): P Pilate

Example 8

Examiner Report for the PPL(A) Skill Test



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

1. APPLICANT DETAILS

Surname TRYER..... Forename(s) ANDREW..JOHN.....
 CAA Personal reference number

7	6	5	4	3	2	1	A
---	---	---	---	---	---	---	---

 Licence Type:
 Series1..... Attempt.1..... Date6..APRIL..13.....

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000 and on conviction on indictment with an unlimited fine or up to 2 years imprisonment or both.

I declare that the information provided is correct. Applicant's Signature *A Tryer*

2. FLIGHT TEST

Route Little Mudfield - Northtown - Little Wheezing - PD

Aircraft Type & Regn		Block Times: Depart			Arrive	Total	
Test Sections:		1	2	3	4	5	6
Sections to be taken:		✓	5 Apr	✓	a,b,h	5 Apr	5 Apr
Result:			PASS			PASS	PASS
Second part of 2-part Test	a	/				/	
	b						
	c						
	d						
	e						
	f						
	g						
	h						
Re-test Sections:							
Test Sections incomplete due:							
Items not completed:							
Re-training required/recommended	Aircraft:			FSTD:			
Examiner's Name Signature	Examiner's No.:						
Examiner's Signature	Date:						
Authorising Competent Authority	Date of Examiner UK briefing (if applicable):						
Received (Applicant)	Date						

3. APPROVED TRAINING ORGANISATION

ATO: Aeroclub Date Training Commenced: 17 Sept 2012 Recommended for test by (name): P Pilate

A6 - Notes on the test requirements

SPLIT TEST – LAPL/PPL

If an applicant is taking the test in 2 parts and he fails one section during the first part then this section cannot be retested until after the second part has been completed. The applicant has the option to either:

a. fly the second part so that the first attempt is complete and can be assessed as either a PARTIAL PASS or a FAIL depending on the result of the second part.

or

b. forego the first test Series and move directly to the second test Series after further training if required by the examiner.

Examiners should advise applicants of the implications of following this second option.

PARTIAL PASS. RE-TEST REQUIREMENTS

LAPL, PPL & CPL Skill Tests

Failure of item 'Oral questions' (LAPL(A) 5(h), PPL/CPL(A) 6(g)) requires that item alone to be retested.

For flight test sections: Retest the failed section.

IR Skill Test

The failed section.

If Section 4 (Precision Approach) or Section 5 (Non-precision Approach) was failed and that approach had been flown asymmetric, then the retest will require the approach to be flown asymmetric. Examiners must state this on the SRG2131 or SRG2135.

All Tests

While Part-FCL only requires that the failed section is re-tested, applicants will be expected to carry out the necessary pre-flight planning and preparation and any other actions necessary to put the aircraft in a position from which the retest of the failed section can be commenced. Any unsafe actions during this phase may result in failure of the re-test.

FURTHER TRAINING REQUIREMENTS

Further training requirements vary depending on the test and attempt number.

Examiners may recommend further training following a partial pass or fail at the first attempt. Failure to achieve a pass in all sections of the test in two attempts will require further practical training. Further training should address the weaknesses shown by the applicant on test. Examiners should indicate in the Retraining box on the SRG2127/28/30/31 (aeroplanes) or SRG1172/2197/2138 (helicopters) those items that should be covered in retraining. Examiners may also indicate a minimum number of flights or hours if they feel this to be appropriate. As a guide, 2 hours of retraining is often sufficient after a full failure. A retraining requirement much in excess of this should be discussed with a Staff FE before being mandated.

Examiners should check logbooks before the test to confirm that any mandatory further training has been carried out.

FREE RETEST

The test flight must have been aborted for adequate reasons and this must be specified in the row 'Test section incomplete due:' on the test form.

Note that an incomplete test requires only the sections or items that are outstanding to be flown. The Free Retest cannot be combined with a retest of any sections or items failed on that incomplete flight. Incomplete tests must be finished before the test result and any retest requirements can be announced and any subsequent attempts flown.

TEST FEES

Examiners are to confirm that the test fee is paid pre-flight. Fees may be due if a test is cancelled or terminated for inadequate reasons.

There is no test fee if the previous flight was discontinued for reasons deemed valid by the examiner and that flight was not counted as an attempt.

USE OF FSTDs

Either an approved FFS or FNPTII device equating to the aeroplane to be used for flight test may be used for Sections or items of the Tests specified below. The result of any test which is partly completed in an FFS/FSTD shall be recorded on the appropriate Test Form. The examiner is also required to indicate which items are outstanding and which must be completed by flight test or in an FFS/FSTD, before the final result of the attempt is determined.

If any retest of sections flown in an FFS/FSTD is required then the retest may also be flown in an FFS/FSTD.

A different but appropriately authorised examiner may conduct the FFS/FSTD exercises.

CPL(A) Skill test

Part-FCL states that item 2c (turns) and 2 e(iv) (limited panel instrument flight) and Sections 5 and 6 may be completed in an approved FNPTII or FFS. The UK CAA will accept item 6d (engine shutdown and restart) of the CPL skill test being conducted in an FNPTII in accordance with IN 2014/192. All other items are to be completed in the aircraft.

IR(A) Skill Test

Item 2d may, for safety reasons, be completed in an approved FFS or FNPTII.

APPENDIX 2A GUIDANCE NOTES FOR THE LAPL/PPL(A) SKILL TEST BRIEFING

The following briefing is presented as an example of the briefing required to comply with Standards Document 19 and the text within this Handbook.

Recommended WX MINIMA for VFR skill test/check assessment

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

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

Cloud: Nav - generally >1500'agl but not <1100'. GH not <1500', stall 2500'

Wind: Max 30kt, X-wind aeroplane limits

INITIAL BRIEFING

- Meet & Greet.
- Wx general picture. Does it look good enough for you to fly the Skill Test?
- Establish ID and the test requirement: KNOW EXACTLY WHAT YOU ARE TESTING.
- Evidence of completion of course of training (SRG1105).
- Evidence of successful completion of theoretical examinations.
- Training records and personal flying log book.
- For each test series, a signed certificate of recommendation for test.
- If second or subsequent test, previous SRG2127/28.
- Second or subsequent series, evidence of retraining certified by CFI if required.
- Licence if applicable. Class 2 medical (PPL), EASA Medical Declaration (LAPL) signed. (must be seen).
- AC documents, Tech log/Auth Sheets.
- IF screens or visor/goggles (PPL), + 2 checklists, + 2 compatible headsets with one spare.
- Examiner must confirm that the aircraft is suitable for LAPL/PPL Skill Test - dual controls and braking, appropriate radio aids.

Maps & Charts, current editions, got your equipment?

For your performance planning; my weight is ___lbs/kg. We shall be using the callsign ___ (or aircraft registration as applicable).

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

(Not from home base) – The planning facilities are located_____ and there is a phone _____.

Today's flight will comprise the departure, navigation section, visual airwork, then a return to ___ for circuits. I will give you simulated emergencies during the flight.

LAPL: The navigation route today is _____ to _____ (1 leg between 2 identified waypoints). *Show on applicant's map.*

PPL: The navigation route today is _____ to _____ via _____ (2 legs between 3 identified waypoints). *Show on applicant's map.*

After the start, taxi out, take-off and depart following ATC procedures and instructions.

This first leg to _____ is a visual navigation exercise.

PPL: Radio aids are not to be used for fixing on this leg. You may prepare those you may wish to use later but I may detune them, if so I will reinstate them before the second leg.

PPL: After the first leg you may use navigation aids to assist with your fixing but may not use them to track directly to _____. You may use any fixing facility except Radar position and GPS, but you can use GPS raw data to confirm a fix that you have already made.

PPL: At some stage on this leg I will ask you to take a radio aids fix and plot it on your map.

Continue to _____ until I advise you of a new destination.

Navigate to this new destination using visual and radio fixes (PPL only) as you wish.

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

NB Can be split into 2 flights - Sect 3 plus Sects 1,2,4,5,6 (PPL). However, Sect 1 and 4 aci (LAPL) 4abh (PPL) (departure plus approach and landing) will be assessed on both flights.

After the flight I will complete the Class Rating part of the test by asking you some questions about the normal and emergency operation of the aircraft systems (SE only).

Time Check. I will meet you here again for your Main Briefing at _____.

MAIN BRIEF

Is your planning complete? (No pre-planned material to be used).

Is today's weather suitable for the flight?

Just to remind you, the order of events will be the navigation, then visual airwork, then return to ____ for circuits. I will give you simulated emergencies during the flight.

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

Purpose. To demonstrate your ability to conduct a private, passenger carrying flight as a pilot in command, single crew, maintaining VMC under VFR.

Throughout most of this flight you will be responsible for the lookout, R/T and navigation. However, I am responsible for the R/T and navigation during the airwork section. Lookout though is always your responsibility, except of course when simulating IMC (PPL only). If you see another aircraft indicate it to me.

Comply with ATC instructions, but negotiate as required. If they conflict with what I have asked you to do then comply with them unless I interject.

I will remind you at each phase of the flight who is responsible for ATC, lookout and navigation.

Operation. You should conduct this flight in a safe and practical manner and in accordance with ATO Procedures and National Rules. Use your checklist while you are on the ground. In the air, you may carry out checks from memory but following the checklist sequence. I want you to say aloud your check-list items as you do them.

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

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

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

Aircraft documents, Technical log/authorisation sheet. Check for hours, serviceability, sufficient oil and fuel for 2.5 hours (2 hours LAPL) + reserves. (Ask the applicant questions to ascertain his knowledge and understanding of aircraft certification, maintenance and preparation for flight).

Will you be using the speeds in this checklist? If not, what speeds will you be using? If you decide to use a different speed then do tell me.

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

Order of events (the FE will decide on the order of events with regard to airspace and weather):

Section 1 — Departure

Depart as we previously discussed.

Section 3 — Navigation

May I see your map and your PLOG? Ask questions as required to ascertain how he calculated heading, safety altitude, fuel requirements. Any NOTAMs, warnings or R/F?

Once en-route tell me your heading, altitude and ETA as soon as possible. If at some later time you decide to change these, tell me.

You will notice that I'll be keeping my own PLOG, don't worry about my writing.

When I advise you of our new destination tell me of your revised heading, alt and ETA when you can.

PPL: At or before the final destination I will simulate IMC by using the screens, goggles or visor. What would you do if you accidentally went into cloud? I will ask you to carry out a level rate 1 turn through 180° turn by sole reference to instruments.

PPL: Tracking: Having completed the navigation element I will ask you to intercept and track a radial of my choosing to or from a navigation facility which may not be one that you have already used. (This requirement may be embodied within the navigation). We will be VMC and so you will be responsible for lookout, ATC liaison and navigation.

Any questions

Section 2 - Airwork This is not a memory test. I will direct the sequence.

I will be responsible for the navigation and any ATC liaison, but you are still responsible for the lookout and traffic avoidance.

Straight and level flight with speed changes.

Climbing at best rate, climbing turns and levelling off.

Descending with and without power, levelling off.

Stalling:

Stall Recovery from:

- Clean, S&L power off, recovering from the stalled condition
- Base Turn using intermediate flap, gear, **approach power** with 20° to 30° AOB recovering at the first sign of the approaching stall.
- Final Approach stall, full flap, gear, **approach power** on a datum heading recovering at the first sign of the approaching stall.

All recoveries with minimum height loss, recovering back to the best rate of climb.

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

Steep gliding turns:

Enter the glide to the Left or Right, and demonstrate a steep gliding turn at not less than 40°AOB.

Slow flight: This can be covered by the simulated bad weather circuit.

Spiral Dive:

I will set the aircraft up in a spiral dive, then give you control for the recovery with minimum height loss (not required in LAPL test schedule).

Any questions

Section 5 - Abnormal and Emergency Procedures

During the flight there will be a number of simulated emergencies, which will be touch drills only. I will require you to perform a simulated forced landing, a simulated precautionary forced landing (which may be flown as a simulated low-level bad weather circuit) and an EFATO

If test is conducted in a type with retractable gear:

In accordance with accepted aviation practice I will expect you to land with the gear down unless there is some overriding factor. If you are landing gear-up then you must tell me.

I will be responsible for compliance with Rules of the Air Rule 5 and will tell you when to go around.

I will also ask you to deal with other simulated emergencies such as a fire or a system failure.

Any questions

Section 4 - Approach and Landing

Before we return I will tell you where we are and then you will again be responsible for the R/T, Navigation and Lookout for a practical recovery to the circuit.

I will tell you which circuits I want to see and these may include Short Field (or Precision if not taught Short Field), Flapless, Glide and a Low level, bad weather circuit (to cover the mandatory slow flight requirement), if you have not already completed the precautionary forced landing. On the LL circuit, I will specify a simulated cloud base.

How would you ensure that the aircraft landed in the shortest distance? _____. I want you to tell me when you would apply the brakes, I do not want you to actually apply them!

The intended touchdown area for each approach must be identified before the approach. I may nominate a touchdown area or ask you to nominate your own touchdown area.

For ME tests, brief the EFATO, asymmetric go around and asymmetric landing at this point.

Any questions

Class Rating Items

We need to cover the items required for the issue of a class rating so you can expect me to ask some questions about the aeroplane as you are doing your walk-round. If your aeroplane is fitted with an autopilot, pressurisation or de-icing system I will ask you to operate these systems at some stage of the flight. In addition, I need to demonstrate a rejected take-off.

PPL: At the end of the flight I will ask you to commence a take-off run but, at a reasonable speed, will indicate some form of emergency such as a blocked runway, engine or systems failure. You should reject the take-off and stop in the runway remaining; do not use the brakes excessively.

TMG and ME Tests: I also require seeing an actual engine shutdown and restart. I may initiate the shutdown as a fire drill. You will also be responsible for the subsequent engine restart.

General Points

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

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

Book out. Take Off at _____.

Book out + sign out 10mins - External Checks 10 mins - Start & Taxi 15 mins.

ORAL TEST

Ask questions pertinent to the aircraft, normal and abnormal operation of the systems, limitations, operational procedures etc.

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

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

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

The result means that you will be retested on Section _____ .

I recommend/require that you carry out retraining which should cover the items that I have indicated on the SRG2127/2128.

DO YOU UNDERSTAND WHY YOU HAVE FAILED THE _____ SECTION?

DO YOU UNDERSTAND YOUR RE-TEST REQUIREMENTS?

FAIL

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

Section ____ was unsatisfactory because _____

Section ____ was unsatisfactory because _____

I recommend/require you to carry out . . . hours (if appropriate) retraining to cover the items which I have indicated on the SRG2127/2128 before starting your next test series.

DO YOU UNDERSTAND WHY YOU HAVE FAILED?

DO YOU UNDERSTAND YOUR RETRAINING AND RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 2H GUIDANCE NOTES FOR THE LAPL/PPL(H) SKILL TEST BRIEFING

The following briefing is presented as an example of the briefing required to comply with Part- FCL Subpart B and C and the text within this Handbook.

Recommended WX MINIMA

Visibility: Generally, >5km, but not <3000m.
Cloud: Nav - generally >1500'agl but not <1100'. GH not <1500'
Wind: Within limits.

INITIAL BRIEFING

Meet & Greet. Confirm test requirement.

Wx general picture. Does it look good enough for you to fly the Skill Test?

Establish ID. Do you have a serviceable aircraft?

- Evidence of completion of course of training.
- Evidence of successful completion of theoretical examinations.
- For each test series, a signed certificate of recommendation for test.
- If second or subsequent test, previous SRG1172
- Second or subsequent series, evidence of retraining certified by CFI.
- Licence if applicable, with PPL valid Class 2 Medical Certificate, LAPL Medical Declaration
- FRTOL (or test completed).
- Ac documents, Tech Log/Auth Sheets.
- IF visor/goggles (PPL only), approved checklist, 2 compatible headsets (consider spare).
- Maps & Charts (current editions), nav planning equipment?

(Not from home base - The planning facilities are located _____. NOTAMS / Royal Flt / Wx / AIP can be found, and there is a phone _____).

Time Check. I will meet you here again for your Main Briefing at _____.

MAIN BRIEF

Introduction

I shall now brief you on the conduct of the LAPL/PPL(H) Skill Test. You will be aware that the Skill Test comprises 5 Sections which may be covered in 2 flights, the first a Nav Flight, to which can be added some GH, with the IF Section (PPL only) and the second a GH Flight, each lasting approximately 1 hour. I will brief you on each Section separately in due course but for the moment I will brief you on general matters.

We shall normally start by flying the Nav Section because that is the Section you will be planning in detail. Once completed you will have the option to come back for a refuel and rest or to continue with further elements. I will explain how we can continue during the brief.

No need to take notes, however ask any questions you may have as we brief; I will be giving you the Nav details for your planning at the end of the brief.

The Purpose of the Flight(s)

Is for you to demonstrate, as if a LAPL/PPL(H) holder, your ability to conduct a flight (or series of flights) to a safe level of competence as required of a Pilot in Command.

Responsibilities

You are to assume command and act as Captain of the aircraft in accordance with the Flight Manual and procedures for Single Pilot Operations. You are responsible for all planning of the flight(s), observing all Rules of the Air, checking the aircraft Tech Log and making all necessary bookings with ATC, however, I will have overall command of the helicopter and will sign the Tech Log.

You will be expected to carry out all given exercises, manoeuvres and procedures unassisted, and to a safe and satisfactory standard. This means that, always, I should be in no doubt as to the success or outcome of any particular exercise and should not need to take control at any time. I am not acting in the capacity of an instructor and you should consider me, for the test, as a passenger.

Throughout the test you are expected to display Captaincy, TEM and Airmanship and you will be responsible for cockpit administration. You will be responsible for the correct use of all aircraft equipment/controls (including Carb Heat if necessary), radio calls, frequency changes and transponder and altimeter settings as required.

ATC instructions are always to be followed, even if contrary to my instructions. If necessary I will interject on the radio to establish an alternative clearance.

Your callsign throughout the test will be.....

Checks

You are to use the approved checklist. During your pre-flight walk-round you should tell me what you are checking and why. I may ask questions about the checks. Before we board you should brief me on safety as a passenger.

Please complete the full internal checks initially. Thereafter you may complete the checks from memory. I want you to call out your check-list items as you do them. Please ensure the aircraft has an approved checklist.

Handling Tolerances

The handling tolerances for the test are prescribed in Part-FCL. (*Examiner should confirm the tolerances to be used*). They are there for guidance; don't get over anxious about the limits. Should the aircraft deviate from these limits I will be looking for you to make smooth corrections without undue delay.

In a similar way, if you think you have made a mistake then correct it, don't dwell on it. Everyone makes mistakes, so carry on with your flight, and concentrate on what you are doing.

During your flight I shall be an interested passenger, open to conversation and some basic assistance if you ask, but I won't be able to give advice or help you fly the aircraft. Please do not worry if I am being quiet. I will be trying not to interrupt your concentration.

Aircraft Control

At the end of the brief, when I give you the Nav details, I will ask you for the various parameters, i.e., speeds and heights, you plan to use. Once they are agreed you should use them but if you wish to change the height and/or speed you should notify me first.

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

As handling pilot, you should take the immediate action in response to any malfunction or Emergency whether simulated or real. If the Emergency is real, you will be informed as such and the test will be suspended. You are to continue as the handling pilot and achieve a safe flight configuration. I will give you all the assistance you require. As Captain, I reserve the right to take control if necessary (there will be no simulated emergencies during the Navigation Section).

Do you have any (further) questions on the general brief before I move on to the detailed Section briefs?

Navigation

The Navigation Section (Section 3) comprises a route of a planned pure navigation leg, a short map reading leg, a planned track crawl, for the PPL a planned radio navigation tracking or GNSS leg and then a diversion. I will give you grid references/locations of the turning points at the end of this brief and you will then have 1 hour to plan the flight. The flight should be planned using a current aeronautical chart; a 1:50,000 Ordnance Survey map shall be used for the short map reading leg. Radio navigation aids for the PPL may not be used until leg 4. When your planning is completed you will give a short brief prior to walking out to the aircraft.

Leg 1: The first leg should be flown, using the 1:250,000 chart, in accordance with your navigation calculations, aiming to accurately maintain heading, height and speed. At the start of the leg I will ask you for your ETA at the first turning point. Should it become apparent that the aircraft is not maintaining the planned track, you should re-assess your required heading and ETA make the necessary adjustments and let me know. I will accept your revised figures. If you wish to adjust your height please tell me you are doing so and why.

Leg 2: When you have identified the first turning point to my satisfaction I will ask you to change to the 1:50,000 OS map to map read approximately 5 - 8 km to the next point. Please remember you are map reading so use the features you are identifying on the ground to help you. When you have identified the point, I will ask you to go on to the next leg.

Leg 3: This leg is to be flown as a track crawl. You should return to using the 1:250,000 chart and maintain your track by map reading. The track should be 'direct' but sensible use may be made of clearly identifiable features on the track ahead. If you wish to deviate from your planned track, you should give me your reason before doing so and return to the track as soon as possible after the deviation. Likewise, if you wish to adjust your height you should give me the reason before doing so.

Leg 4: (PPL only): The fourth leg will be a tracking leg using navigational aids, either VOR (or ADF) to maintain a radial, (which you will have been given at the end of the brief) or if using the GNSS you will be asked to demonstrate one of the functions e.g. map, direct to, VOR etc. I will expect appropriate checks to be carried out before you use the aid. (Note: for the GNSS to be used it must have the latest version of the software installed).

The Diversion: As soon as I have seen enough on the previous leg, I will introduce the practise diversion. The purpose of this leg is for me to see that you can carry out 'in-flight' planning to go to an alternate location. I want you to assume that you are unable to proceed to your planned destination and must go elsewhere. I will take your chart for a moment whilst you are concentrating on the radio nav and mark the new destination on for you. When I pass the chart back I will ensure you are aware of our current location and point out the new location. You must assess your new heading and ETA for that location. You may use any of the techniques you have used previously including the GNSS) and tell me your heading altitude, speed and ETA. As before, you may adjust your heading and ETA and tell me.

That completes the Navigation Section of the test. I will give you the nav details at the end of the briefing. Do you have any (further) questions?

Flight Procedures and Manoeuvres

When the navigation has been completed I will ask you if you wish to continue and if you agree, we will go on to complete the Flight Procedure and Manoeuvre exercises. I will ask you to accurately fly straight and level, to climb, descend whilst turning onto specified headings, to complete level turns with up to 30 degrees of bank left and right. For the PPL only you have to complete a level rate 1 turn through 180 degrees by sole reference to instruments (please ensure you have the foggles/hood to hand in the cockpit - I will take control whilst you are putting them on and then pass control back to you when you are ready - the reverse procedure will apply when you have completed the exercise.

General Handling and Flight Procedures and Manoeuvres

Having completed the previous section, I will ask if you wish to continue with further test items and if agree to continue, we can conduct the GH exercises that can be completed off the airfield, namely auto-rotations, PFL and the confined area. I may ask you to demonstrate to me the entry to an autorotation (I must pick 2). You should complete the checks before entry and then I just want you to complete a safe entry and stabilise the aircraft. I will tell you when to go around. We may then reposition for the PFL. When ready I may introduce a simulated emergency that will require you to complete a PFL, during which you should complete all the drills, (*Examiner should explain touch drills*). Once again, I will tell you when to go-round. I may then identify a CA and ask you to conduct the recce and checks before coming to the hover in the nominated area.

That will conclude the exercises required off the airfield and I will now ask you to return to the airfield and rejoin for the hover area.

Emergencies and Abnormal Situations

On the way back, if convenient, I will ask you questions about Emergency Drills (Section 5). I will expect you to show me what action you would take in the event of abnormal developments. For example, I may point to a warning light and ask you what immediate actions, radio calls and subsequent actions you would take if it came on in flight. I will then ask you to demonstrate those actions to me. (*The Examiner shall describe how any throttle/FCL/engine training switches are to be manipulated to simulate malfunctions*).

Hover Manoeuvres, Advanced Handling and Confined Areas

The General Handling section (Section 2) of the Skill Test reflects the type rating requirements of the test for the helicopter type on which your licence will be opened. On return to the airfield I will ask you if you wish to continue as before. We may need to consider the fuel state to continue. During this part, you will be asked to carry out a variety of manoeuvres as required by the test. The manoeuvres may not be in the order below. However, I will endeavour to give them to you in a logical sequence to avoid unnecessary positioning delays. This is not a memory exercise, so I will tell you which manoeuvre I wish to see next whilst in the air. You will be asked to demonstrate the following:

- Spot turns (in the hover) left and right.
- Lift-off and touch down crosswind and downwind.
- Sideways and backwards hover manoeuvring.
- Sloping ground landings.
- Quickstops into and downwind.
- A standard, accurate training circuit.
- A take-off at max weight (simulated) - which may be combined with -
- A take-off and landing in a designated area using limited power techniques, to include the appropriate power checks.
- An arrival to and departure from a confined area using the full checks and recce technique.
- A simulated engine failure from the hover. (In the R22 this exercise will be pre-empted by the warning "practice engine failure" followed by a countdown of "three, two, one" - I will then roll off the throttle).
- A standard autorotative landing into wind to an agreed position on the airfield. You are to enter autorotation and be wings level, with no slip or drift, at the given autorotation speed, by 300 ft AGL. I will ask you to confirm that we will reach the designated touch-down area and will assist you to close the throttle if necessary. Should I call "I have control" you are to release control to me immediately.
- Two autorotations - possibly already completed after the nav Section. I will call for the go-round.
- A simulated emergency which will necessitate a PFL. This may be as a result of a simulated engine fire in the air. You should respond accordingly and manoeuvre the aircraft in autorotation towards a suitable landing area. The appropriate simulated drills and radio calls should be completed (in the cockpit only) but not to the detriment of flying. Once again, I will call for the go-round.

Summary

That concludes the brief. If you do not have any questions, please sign the top half of the SRG 1172. You now have 1 hour to complete the planning. I shall then return for a pre-flight brief covering at least the following incorporating the relevant TEM elements: *(Note the MATED brief is only included as a suggested aide memoir)*

Met	Appropriate to the area and time of the flight
Aircraft	AUM, C of G calculation, fuel load, tech log details
aTc	Airfield details, NOTAMS, Royal Flights, RT services etc.
Exercise	How the Navex is to be conducted
Duties	Pax Brief (normally conducted at the ac)

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance.

FULL PASS (or PASS WITH ADMONISHMENT!)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.
Section ____ was unsatisfactory. The reasons you were unsuccessful in that section are _____.
(Keep it short, don't brief), the result means that you will have to fly Section ____ again.
I am recommending ____ hours further training.
DO YOU UNDERSTAND WHY YOU HAVE FAILED SECTION ____?
DO YOU UNDERSTAND YOUR RE-TEST REQUIREMENTS?

FREE RETEST (SARG internal memo from Flt Ops to FCS to confirm)

Due to the Wx / Ac / ATC you will need to re-fly Sections _____ as they could not be assessed, but you will not have to pay a further test fee.

FAIL

I am sorry, but you will have to retake all the sections because Sections __, __, __ were unsatisfactory. Section ____ was unsatisfactory because ____ Section ____ was unsatisfactory because ____
I am recommending retraining is ____ hours further training.

DO YOU UNDERSTAND WHY YOU HAVE FAILED?
DO YOU UNDERSTAND YOUR RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 3A GUIDANCE NOTES FOR THE CPL(A) SKILL TEST BRIEFING

The following briefing is presented as an example of the briefing required to comply with Standards Document 3 and the text within this Handbook.

Recommended WX MINIMA for VFR skill test/check assessment

Additionally, use judgement, Aircraft Handbook/ATO Operations Manual and maintain VMC in daylight throughout the test.

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

Cloud: Nav - generally >1500'agl but not <1100'. GH not <1500', stall 2500'

Wind: Max 30kt, X-wind aeroplane limits

INITIAL BRIEFING

- Meet & Greet.
- Wx general picture. Does it look good enough for you to fly the Skill Test?
- Establish the test requirement: KNOW EXACTLY WHAT YOU ARE TESTING.
- Evidence of completion of course of training.
- Evidence of successful completion of theoretical examinations.
- For each test series, a signed certificate of recommendation for test.
- Attempt 2. SRG2130.
- If Series 2 look at previous SRG2130 and logbook to confirm that retraining completed.
- Establish ID.
- Receipt of payment for test (unless free retest).
- Relevant CAA correspondence (letter of assessment/retest/training requirements completed).
- Current licence if applicable. Class 1 medical, signed. (must be seen). R/T licence (or test completed).
- Logbook.
- AC documents, Tech log.
- IF screens/foggles/hood, + 2 Check lists, + 2 compatible headsets with one spare.

Maps & Charts, current editions, got your equipment? The navigation route today is from _____ routing directly to _____. This is a visual navigation leg without the use of radio aids. After this I will ask you to take me to a new destination using visual and/or radio aid fixing.

Performance planning; my weight is ___lbs and my callsign is EXAM ____.

(Not from home base) – The planning facilities are located _____. NOTAMS / Royal Flt / Wx / AIP can be found, and there is a phone _____.

You will fly the navigation section, circuits at _____, then IF airwork and visual airwork. I will give you simulated emergencies during the flight.

(Test order can be changed if circuits are to be flown at home base but, as a minimum, a commercial join should be carried out away from home base)

Time Check.

You have 45 minutes (max 1 hour) to plan. I will meet you here again for your Main Briefing at _____.

MAIN BRIEF

Is your planning complete? (No pre-planned material to be used).

Just to remind you, the order of events will be the navigation, circuits at _____, then IF airwork, then visual airwork. I will give you simulated emergencies during the flight.
No need to take notes, but ask any questions you may have as we brief.

Purpose. To demonstrate your ability to conduct a simulated commercial air transport flight as a single pilot, maintaining VMC under VFR. Also, to show your skill at visual and IF airwork, approaches and landings and emergency handling.

Throughout most of this flight you will be responsible for the lookout, R/T and navigation. However, I am responsible for the R/T and navigation during the airwork section. Lookout though is always your responsibility, except of course when we are simulating IMC. If you see another aircraft indicate it to me.

Comply with ATC instructions, but negotiate as required. If they conflict with what I have asked you to do then I may interject.

I will remind you at each phase of the flight who is responsible for ATC, lookout and navigation.

Operation. You are to conduct this flight in a professionally safe and practical manner in accordance with current legislation, your training organisation's Ops and Training manuals and the aircraft AFM/POH. Use your checklist while you are on the ground. In the air you may do checks from memory but these must follow the checklist sequence. I want you to say your checklist items aloud.

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

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

Although I am the captain of the aircraft, during your flight I shall act as a qualified observer, open to conversation and general assistance if you wish, but I shall not be able to give advice on operating the aircraft.

Pre-flight planning - M&B, performance, weather, VMC criteria, NOTAMs, airspace etc (examiner to ask questions to check knowledge and understanding).

Aircraft documents, Technical log etc. Check for hours, serviceability, sufficient oil and fuel for 2.5 hours + reserves. (examiner to ask questions to establish applicant's understanding of aircraft certification, servicing and preparation for flight).

Tell me the speeds you will be using during the flight. If you decide to use a different speed then do tell me.

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

Order of events (the FE will decide on the order of events with regard to airspace and weather):

Section 1 - Departure

After start conduct any further checks, the taxiing and take-off in an expeditious manner as if you have a fare paying passenger on board.

Passenger Safety brief (to be given in the aeroplane).

Section 3 - Navigation

May I see your map and your PLOG? Ask questions as required to ascertain how he deduced heading, safety altitude, fuel requirements.

Why is a PLOG necessary? Tell me your heading, altitude and ETA as soon as possible. If at some later time you decide to change these, tell me.

I may check your PLOG after the flight. You will notice that I'll be keeping my own PLOG, don't worry about my writing.

Any NOTAMs, Warnings or Royal Flights (if not briefed previously)?

If you judge the weather to be unsuitable to continue at any stage of the en-route section then you should tell me and then initiate a return to base or to a suitable diversion airfield.

This first leg is a visual navigation exercise. Radio aids are not to be used for fixing on this leg, but you may prepare those you may wish to use later. I may detune them, if so I will reinstate them before the diversion leg.

Continue to navigate to the turning point until I advise you of a diversion.

Then:

Advise me of your revised heading, alt and ETA for the diversion when you can.

Continue to navigate to the diversion using visual techniques but you may take radio aids fixes if you wish. You may use any fixing facility except Radar position or GPS/RNAV moving map displays.

At some stage in the flight I will also ask you to intercept and track to or from a radio navigation facility radial of my choosing which may not be one that you have already used.

Any questions

Section 2 - Airwork This is not a memory test. I will direct the sequence.

IF Airwork

At some stage during the navigation I will simulate that you have inadvertently entered cloud and lost external visual reference. I will do this by erecting the screens or asking you to don a hood/foggles. Does the Part-FCL CPL give you privileges to operate in IMC? I want you to go through any actions that you think appropriate and necessary to continue flying safely whilst striving to regain VMC as expeditiously as you can. After this, we will complete the remaining items of IF airwork and fixing.

I will be your safety pilot and look after navigation and the R/T. All turns will be at Rate 1, unless I say otherwise and the shortest way onto the headings I specify.

Full Panel: You will fly -

- S&L at various speeds.
- Turns with a climb or descent and at a speed directed by me.
- Unusual attitude recoveries each back to S&L flight at cruise speed with minimum height loss, no specific heading or altitude

Limited panel: you will fly -

- S&L.
- Rate 1 turns onto specified headings maintaining altitude and speed.
- Unusual attitude recoveries each back to S&L flight at cruise speed with minimum height loss, no specific heading or altitude.

After the full panel work I will ask you to take a radio aids fix in order to complete Section 3 using VDF, VOR, NDB and/or DME, log it and plot it on your map. RNAV or GPS can be used, but only to obtain a range and radial from a radio aid that is out of service or where none is available. You should also calculate a safety altitude appropriate to your plotted position.

Visual Airwork

During the Visual Airwork element of the flight I will be responsible for the navigation and any ATC liaison, but you are still responsible for the lookout and traffic avoidance.

Stalling:

Recovery from:

- Clean, S&L power off, recovering from the stalled condition
- Base Turn using intermediate flap, gear, approach power and 20°-30° AOB recovering at the

first sign of the approaching stall

- Final Approach stall, full flap, gear, approach power on a datum heading recovering at the first sign of the approaching stall
all with minimum height loss back to the best rate of climb, clean.

Steep turns: left and right at not less than 45°AOB maintaining entry speed and altitude during the turn.

Steep gliding turns (SE only):

Enter the glide to the Left or Right, and demonstrate a stable steep gliding turn at not less than 40°AOB.

Vne Dive: I will set the aircraft up in a steep, spiral dive approaching Vne, then give you control for the recovery back to level flight or best rate of climb (Vy) (as directed).

Vx climb: I will direct you to climb at the best angle of climb speed (Vx) (question - when might it be operationally necessary to climb at Vx?)

Slow Flight will be covered during one or more of the following exercises:

Climbing and manoeuvring at Vx

Steep gliding turns (SE only)

Achievement of and recovery from critical speed (ME only)

Bad weather circuit

Any questions

Section 5 - Abnormal and Emergency Procedures

During the flight, there will be a number of simulated emergencies or abnormal situations, including a cabin or engine fire and a system failure, all of which will be touch-drills only. I will expect you to continue to operate the aircraft and manage the emergency/abnormal situation as if it was a real event until or unless I say otherwise; this includes you indicating how you will rectify the situation, or contain it, until you are able to make a safe landing at your base airfield, an alternate airfield or an unprepared strip.

SE Tests: Two of the emergencies will require you to perform a forced landing, either a PFL or an EFATO. I will be responsible for compliance with Rules of the Air Rule 5 and will tell you when to go around. In accordance with accepted aviation practice I will expect you to land with the gear down unless there is some overriding factor. If you plan to land gear-up, then you must tell me.

ME Tests: The EFATO is part of Section 6 and I will brief it later.

Note: The requirements of the test schedule for an engine shutdown may be accomplished for example by simulating an engine fire, in which case the procedure for this, including any engine handling considerations, should be briefed. It should be explained to the applicant that one wouldn't normally re-start an engine following a fire but for the purposes of the test a re-start is also required to be assessed.

Any questions

Section 4 - Approach and Landing

Before we recover to the briefed airfield I will tell you where we are and what ATC service exists. You will again be responsible for the R/T, navigation and lookout for a commercial recovery to the circuit phase. You may use any navigation equipment in the aeroplane to assist you with this.

I will remind you of which circuits and approaches I am required to assess, and these will include Short Field (or Precision Landing if not taught Short Field), Flapless, Glide (SE only), asymmetric (ME only). I may ask you to perform a low level, bad weather circuit or I may simulate slow traffic ahead in the circuit in order to complete the slow flight requirement in Section 2. I will also ask you to go around from one approach at a low altitude.

What technique would you use to ensure that the aircraft landed and stopped in the shortest distance? _____. For the purposes of the test I do not want you to actually use maximum braking. You may tell me when you would apply the brakes and continue to brake as required in the actual conditions.

The touchdown area for each approach must be identified before the approach and appropriate for the aircraft, airfield and conditions I may nominate a touchdown area or ask you to nominate your own touchdown area.

Do you normally carry out touch-and-go without intervention or does your instructor assist?

Any questions

Section 6 – Simulated Asymmetric Flight (ME Tests only)

During the circuit phase I will want to see an engine failure after take-off, an asymmetric go around from your ACA/H and an asymmetric landing. I will initiate the EFATO by covering the throttles and bringing a throttle to idle; when you have identified the failed engine, I will uncover the throttles so that you can carry out your emergency actions (as touch drills where required); I'll then set zero thrust on the failed engine. What ACA/H does your Operations Manual require? What does ACA/H mean?

Any questions

Section 6 – Class Rating Items

We also need to cover the items required for the issue/revalidation of a class rating so I may ask some questions about the aeroplane during the walk-round. If your aeroplane is fitted with a GPS, autopilot, pressurisation or de-icing system I will ask you to operate these systems at some stage of the flight. You may use the autopilot and GPS when appropriate during the airfield arrival in Section 4 and during emergency handling in Section 5. In addition, I need to see a rejected take-off. At the end of the flight I will ask you to commence a take-off run but, at a reasonable speed, will indicate some form of emergency such as a blocked runway, engine or systems failure. You should reject the take-off and stop in the runway remaining; do not use the brakes excessively. Then indicate to me what other actions you consider might be appropriate, having stopped the aircraft.

ME Tests: I also require you to demonstrate an actual engine shutdown and restart. As briefed I may initiate the shutdown as a fire drill. You will also be responsible for the subsequent engine restart. (Note: in accordance with revised CAA policy – this item may be completed by touch drill in the aircraft provided an actual shutdown and restart has or will be completed in an appropriately qualified FNPTII.

Any questions

General Points

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

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

Book out. Taxi at _____.

Book out + sign out 10mins - External Checks 10 mins - Start & Taxi 15 mins.

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

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

The result means that you will have to re-fly Section 1 and Section _____.

I recommend/require that you carry out retraining which should cover the items that I have indicated on the SRG2130.

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

FREE RETEST

Due to the Wx / Ac / ATC you will need to re-fly Sections _____ as they could not be assessed, but you will not have to pay a further test fee.

NB Make marginal note on SRG2130 describing circumstances

FAIL

I am sorry, but you will have to repeat the entire test because Sections __, __, __ were unsatisfactory.

Section ____ was unsatisfactory because _____

Section ____ was unsatisfactory because _____

I require/recommend you to carry out . . . hours (if appropriate) retraining to cover the items which I have indicated on the SRG2130 before starting your next test series.

.

DO YOU UNDERSTAND WHY YOU HAVE FAILED?
DO YOU UNDERSTAND YOUR RETRAINING AND RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 3H GUIDANCE NOTES FOR THE CPL(H) SKILL TEST BRIEFING

The following briefing is presented as an example of the briefing required to comply with EASAFCL Subpart D, Appendix 4 and the text within this Handbook.

Recommended WX MINIMA

Visibility: Generally >5km, but not <3000m

Cloud: Nav - generally >1500'agl but not <1100'. GH not <1500'

Wind: Within limits.

INITIAL BRIEFING

Meet & Greet. Confirm test requirement.

Wx general picture. Does it look good enough for you to fly the Skill Test?

Establish ID. Do you have a serviceable aircraft?

- Evidence of completion of course of training.
- Evidence of successful completion of theoretical examinations.
- For each test series, a signed certificate of recommendation for test.
- If second or subsequent test, previous SRG2197.
- Second or subsequent series, evidence of retraining certified by HT.
- Current licence if applicable, Class 1 medical, signed. (must be seen).
- R/T licence (or test completed).
- Ac documents, Tech Log/Auth Sheets.
- IF visor/goggles, approved checklist, 2 compatible headsets (consider spare).

Maps & Charts (current editions), nav planning equipment?

(Not from home base - the planning facilities are located _____. NOTAMS / Royal Flt / Wx / AIP can be found and there is a phone _____).

Time Check. I will meet you here again for your Main Briefing at _____.

MAIN BRIEF

Introduction

I shall now brief you on the conduct of the CPL (H) Skill Test. You will be aware that the Skill Test comprises 5 Sections which may be covered in 2 flights, the first a Nav flight, to which can be added some GH and the IF Section and the second a GH Flight, each lasting approximately 1 hour. I will brief you on each Section separately in due course but for the moment I will brief you on general matters.

We shall normally start by flying the Nav Section because that is the Section you will be planning in detail. Once completed you will have the option to come back for a refuel and rest or to continue with further test items. I will explain how we can continue during the brief.

No need to take notes, however ask any questions you may have as we brief. I will be giving you the Nav details for your planning at the end of the brief.

The Purpose of the Flight(s)

Is for you to demonstrate your ability to conduct a flight (or series of flights) as Pilot-in-Command to a safe level of competence as required of a Professional Pilot in accordance with Part-FCL.

Responsibilities

You are to assume command and act as Captain of the aircraft in accordance with the Flight Manual and procedures for Single Pilot Operations. You are responsible for all planning of the flight(s), observing all Rules of the Air, checking the aircraft Tech Log and making all necessary bookings with ATC. However, I will have overall command of the helicopter and will sign the Tech Log.

You will be expected to carry out all given exercises, manoeuvres, and procedures unassisted and to a safe and satisfactory standard. This means that, at all times, I should be in no doubt as to the success or outcome of any exercise and should not need to take control at any time. I am not acting in the capacity of an instructor and you should consider me, for the test, as a passenger.

Throughout the test you are expected to display Captaincy and Airmanship and you will be responsible for cockpit administration. You will be responsible for the correct use of all aircraft equipment/controls (including Carb Heat if necessary), radio calls, frequency changes and transponder and altimeter

settings as required.

ATC instructions are always to be followed, even if contrary to my instructions. If necessary, I may need to operate the radio to establish an alternative clearance. During the IF Section I will be responsible for lookout and location.

Your callsign throughout the test will be.....

Checks

You are to use the approved checklist. During your pre-flight walk-round you should tell me what you are checking and why. I may ask questions about the checks. Before we board you should brief me on safety as a passenger.

Please complete the full internal checks initially. Thereafter you may complete the checks from memory. I want you to call out your check-list items as you do them. Please ensure the aircraft has an approved checklist.

Handling Tolerances

The handling tolerances for the test are prescribed in Part-FCL (*Examiner should confirm the tolerances to be used*). They are there for guidance don't get over anxious about the limits. Should the aircraft deviate from these limits I will be looking for you to make smooth corrections without undue delay.

In a similar way if you think you have made a mistake then correct it, don't dwell on it. Everyone makes mistakes, so carry on with your flight, and concentrate on what you are doing.

During your flight, I shall be an interested passenger, open to conversation and some basic assistance if you ask, but I won't be able to give advice or help you fly the aircraft. Please do not worry if I am being quiet. I will be trying not to interrupt your concentration.

Aircraft Control

At the end of the brief, when I give you the Nav details, I will ask you for the various parameters, i.e., speeds and heights, you plan to use. Once they are agreed you should use them but if you wish to change the height and/or speed you should notify me first.

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

Emergencies

As handling pilot, you should take the immediate action in response to any malfunction or Emergency whether simulated or real. If the Emergency is real, you will be informed as such and the test will be suspended. You are to continue as the handling pilot and achieve a safe flight configuration. I will give you all the assistance you require. As Captain, I reserve the right to take control if necessary.

There will be no simulated emergencies during the Navigation or IF section.

Do you have any (further) questions on the general brief before I move on to the detailed Section briefs?

Navigation

The Navigation Section (Section 3) comprises a route of 2 pre-planned legs; a planned pure navigation and map reading leg, a planned track crawl, followed by a planned radio navigation tracking leg and then a diversion. I will give you grid references/locations of the turning points at the end of this brief and you will then have 1 hour to plan the flight. The flight should be planned to use a current 1:250,000 aeronautical chart; a 1:50,000 Ordnance Survey map shall be used for the final part of leg 1. Radio navigation aids may not be used until leg 3. When your planning is completed you will give a short brief prior to walking out to the aircraft.

Leg 1: The first leg should be flown in accordance with your navigation calculations, aiming to accurately maintain heading, height and speed. This leg will take us to a simulated landing site. You should navigate using a 1:250000 chart to an initial point (IP) of your choice, which should not be more than 5 km from the simulated landing site and then map read using the 1:50,000 map. The heading from the IP to the landing site using the 1:50,000 map may be varied according to your chosen route. When the landing site has been identified correctly to my satisfaction, I will ask you to continue on to

the next leg.

At the start of the leg I will ask you for your initial heading to the IP and your ETA at the landing site. Should it become apparent that the aircraft is not maintaining the planned track, you should re-assess your required heading to the IP and your ETA at the landing site, make the necessary adjustments and let me know. I will accept your revised figures. If you wish to adjust your height, please tell me you are doing so and why. When you have identified the landing site I will ask you to go on to the next leg.

Leg 2: This leg is to be flown as a track crawl. You should return to using the 1:250,000 chart and maintain your track by map reading. The track should be 'direct' but sensible; use may be made of clearly identifiable features on the track ahead. If you wish to deviate from your planned track, you should give me your reason before doing so and return to the track as soon as possible after the deviation. Likewise, if you wish to adjust your height you should give me the reason before doing so.

Leg 3: The third leg will be a tracking leg using the VOR (or ADF) to maintain a radial. You will be told which facility is to be used at the end of this brief but will not be told the radial to be used until the completion of the previous leg. I will expect appropriate checks to be carried out before you use the facility. Once established on the radial, you should make any correction for wind.

The Diversion: As soon as I have seen enough during Leg 3, I will introduce the practise diversion. The purpose of this leg is for me to see that you can carry out 'in-flight' planning to go to an alternate location. I want you to assume that you are unable to proceed to your planned destination and have to go elsewhere. I will take your chart for a moment whilst you are concentrating on the radio nav and mark the new destination on for you. When I pass the chart back I will ensure you are aware of our current location and point out the new location. You must assess your new heading and ETA for that location. You may use any of the techniques you have used previously including now GNSS (Note for the GNSS to be used it must have the latest version of the software installed) and tell me your heading altitude, speed and ETA and as before you may adjust your heading and ETA and tell me.

That completes the Navigation Section of the test. I will give you the nav details at the end of the briefing. Do you have any (further) questions?

General Handling and Instrument Flying

Having completed the navigation section, I may ask you if you wish to return to the airfield for rest/refuel or continue with further test items. If you wish to continue we can conduct the GH exercises that may be completed off the airfield, namely the autorotations, the PFL and the CA. I will ask you to demonstrate to me the entry to an autorotation. (I must pick 2). You should complete the checks before entry and then I just want you to complete a safe entry and stabilise the aircraft at the appropriate speed. I will tell you when to go-round. We may then reposition for the PFL. When ready, I may introduce a simulated Emergency that will require you to complete a PFL during which you should complete all the drills (*Examiner should explain touch drills*). Once again, I will tell you when to go-round. I may then identify a CA and ask you to conduct the recce and checks before coming to the hover in the nominated area.

Instrument Flying

When the previous exercises have been completed I may ask you if you wish to continue and if you agree we can go on to complete the Instrument Flying Section (Section 4).

I will ask you to accurately fly:

- Straight and level.
- Rate 1 level turns left and right.
- Climbing and descending, including turns, onto a stated heading.
- Recovery from unusual attitudes, (I will take control then ask you to close your eyes, look down - having placed the aircraft in an unusual attitude I will instruct you to 'recover'). You should recover to a safe flight condition without delay (if in a descent, the aircraft must be established in a climb, otherwise straight and level flight should be achieved).
- Avoiding turns left and right with up to 30 degrees of bank. I will simulate ATC warning of 'pop-up' traffic ahead, giving you avoiding action to turn left or right onto a specified heading.
- Please ensure you have the foggles/hood to hand in the cockpit - I will take control whilst you are putting them on and then pass control back to you when you are ready - the reverse procedure will apply when you have completed the exercise.

Emergencies

That will conclude the exercises required off the airfield and I will now ask you to return to the airfield and rejoin for the hover area. On the way back, if convenient, I will ask you questions about Emergency Drills (Section 5). I will expect you to show me what actions you would take in the event of abnormal developments. For example, I may point to a warning light and ask you what immediate actions, radio calls and subsequent actions you would take if the light came on in flight. I will then ask you to demonstrate those actions to me. (*The Examiner shall describe how any throttle/FCL/engine training switches are to be manipulated to simulate malfunctions*).

Hover Manoeuvres, Advanced Handling and Confined Areas

The General Handling section (Section 2) of the Skill Test reflects the type rating requirements of the test for the helicopter type on which your licence will be opened. The points I made earlier during the general briefing remain valid. On return to the airfield I will ask you if you wish to continue as before (we may need to consider the fuel state to continue). During this part you will be asked to carry out a variety of manoeuvres as required by the test. The manoeuvres may not be in the order shown below, but I will endeavour to give them to you in a logical sequence to avoid unnecessary positioning delays. This is not a memory exercise, so I will tell you which manoeuvre I wish to see next as soon as the previous one is completed. You will be asked to demonstrate the following:

- Spot turns (in the hover) left and right.
- Lift-off and touch down crosswind and downwind.
- Sideways and backwards hover manoeuvring.
- Sloping ground landings.
- Quickstops into and downwind.
- A standard, accurate training circuit.
- A take-off at max weight (simulated) - which will be combined with -
- A take-off and landing in a designated area using limited power techniques, to include the appropriate power checks.
- An arrival to and departure from a confined area using the full checks and recce technique.
- A simulated engine failure from the hover. (This exercise will be pre-empted by the warning "practice engine failure" followed by a countdown of "three, two, one" - I will then roll off the throttle).
- A standard autorotative landing into wind to an agreed position on the airfield. You are to enter autorotation and be wings level, with no slip or drift, at the given autorotation speed, by 300 ft AGL. I will ask you to confirm that we will reach the designated touch-down area and will assist you to close the throttle if necessary. You are then to complete the touch-down. Should I call "I have control" you are to release control to me immediately.
- Two autorotations - (possibly already completed after the Nav Section). I will call for the go-round.
- A simulated emergency which will necessitate a PFL. This may be as a result of a simulated engine fire in the air. You should respond accordingly and manoeuvre the aircraft in autorotation towards a suitable landing area. The appropriate simulated drills and radio calls should be completed (in the cockpit only) but not to the detriment of flying. Once again, I will call for the go-round.

Summary

That concludes the brief. If you do not have any questions, please sign the top half of the SRG 2197. You now have 1 hour to complete the planning. I shall then return for a pre-flight brief covering at least the following incorporating relevant TEM elements: (*Note the MATED brief is only included as a suggested aide memoir*)

Met	Appropriate to the area and time of the flight.
Aircraft	AUM, C of G calculation, fuel load, tech log details.
aTc	Airfield details, NOTAMS, Royal Flights, RT services etc.
Exercise	How the Navex is to be conducted.
Duties	Pax Brief (normally conducted at the ac).

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT!)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

Section ____ was unsatisfactory. The reasons you were unsuccessful in that section are _____. (Keep it short, don't brief) the result means that you will have to re-fly Section ____ .

I am recommending ____ hours further training.

DO YOU UNDERSTAND WHY YOU HAVE FAILED SECTION ____?

DO YOU UNDERSTAND YOUR RE-TEST REQUIREMENTS?

FREE RE-TEST (SRG internal memo from Flt Ops to FCS to confirm)

Due to the Wx / Ac / ATC you will need to re-fly Sections _____ as they could not be assessed, however you will not have to pay another test fee.

FAIL

I am sorry, but you will have to retake all the sections because Sections __, __, __ were unsatisfactory. Section ____ was unsatisfactory because _____ Section ____ was unsatisfactory because _____

I am recommending/mandatory retraining is ____ hours further training.

DO YOU UNDERSTAND WHY YOU HAVE FAILED?

DO YOU UNDERSTAND YOUR RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 4A GUIDANCE NOTES FOR THE IR(A) SKILL TEST BRIEFING

The following briefing is presented as an example of the briefing required to comply with Standards Document 1 and the text within this Handbook.

Recommended WX MINIMA for IFR skill test /check assessment

Additionally, use judgement, Aircraft FM/POH and ATO Operations Manual

Visibility: Not less than minimum approach RVR plus 200 m.

Cloudbase: DH/MDH +100' at airfield of final landing (NB: SE 1500' aal and 1000' above highest obstacle within 20nm of route.

Wind: Surface wind 30kt, X-wind aeroplane limits, 10 kts tail on ILS and final landing. All include gusts in the last 15mins.

INITIAL BRIEFING

- Meet & Greet.
- Wx general picture.
- Establish his ID, level of experience, and who did his training.
KNOW EXACTLY WHAT YOU ARE TESTING.
- Evidence of completion of course of training.
- Evidence of successful completion of theoretical examinations.
- For each test series, a signed certificate of recommendation for test.
- Attempt 2 SRG2130/2129
- If Series 2 look at previous SRG2130 and logbook confirm that retraining completed.
- Receipt of payment for test (unless free retest.).
- Relevant CAA correspondence (letter of assessment/retest/training requirements completed).
- Logbook. Current licence if applicable. R/T licence (or test completed). Class 1 medical, (PPL may hold Class 2 medical) signed. (must be seen).
- AC docs, Tech log.
- Fuel / Oil for approx 2 hours + reserves.
- View limiting device(s) + 2 Cx lists + 2 compatible headsets with one spare.

AIM

For you to demonstrate your ability to operate an aircraft as a single pilot with a passenger in accordance with IFR both inside and outside controlled airspace.

You are to operate in accordance with your company/ATO Operations Manual, and aircraft check list. You may use the checklist by reference or from memory. I want you to say your checklist items aloud. In the case of the practice emergency I wish to both hear your checks and see your touch drills for the vital actions.

Although I am the captain of the aircraft, during this flight I shall act as a qualified observer, open to conversation and general assistance if you wish, but I will not participate in the operation of the aircraft.

The cloud base and visibilities will be at the minima for your departure and approach, and cloud tops will be above our maximum operating altitude. Please follow your standard procedures for ice detection and operate the equipment in response to the actual temperatures you observe. I may simulate a build-up of ice on the aeroplane and will then require you to operate the equipment accordingly.

I will give you an outline brief of your route today, then I will go into detail using the charts later.

Your route today is to go to _____. On arrival carry out (for example) a radar vectored ILS to approach minima and go around. Be prepared for engine failure on the go-around, (brief your technique for the simulated engine failure and zero thrust). You will then depart single engine to _____ where you will fly (for example) a hold and procedural non-precision approach followed by an asymmetric go around and an asymmetric approach to land. (Brief if the whole transit will be on one or two engines and that you will manage the engine settings during transit and when single engine flight will be restored) (if applicable). You may use approved GPS equipment with a current database throughout the flight at my discretion although I may disable it at certain stages of the flight, for example if I require to see you track a VOR or NDB needle or hold or make an approach without additional GPS derived information. You may use the autopilot (if fitted) in heading and height mode once established in the

cruise and subsequently during descents and departures until I indicate otherwise.

(The order in which the approaches are flown and which will be flown asymmetric should be decided in relation to the airfields available for the flight)

Section 2: Brief when Section 2 will be flown (i.e. at the end of the flight or during one of the transits). During Section 2 I will be responsible for sortie management, ATC liaison, navigation and of course lookout but you will be responsible for any other necessary airmanship checks. Then - *give a detailed briefing for your full panel stalling, recovery from a steep turn and from a spiral as well as the limited panel exercises including turns, climb and descent and unusual attitudes requirements.*

The whole flight is to be carried out in a safe, practical and expeditious manner. I will only intervene during the flight if the safety of the aircraft is in doubt.

Any Questions

ROUTE BRIEFING

Have you got your chart and approach plates? (Check currency and use to facilitate the route brief)

- Either: Comply with the SID as published
- Or: Plan for the following IFR departure: (if the latter) Plan to track from _____, to____, once airborne I will ask you to restate the track(s). On this departure:
 - Full use of radio navigation equipment including GPS is available
 - I will restrict the use of radio navigation equipment and/or GPS as follows: (if the latter) I will advise you when full use of the navigation equipment is available and when you may use the GPS. I will also advise you when you may engage the autopilot (if fitted).
- Plan for a radar vectored ILS at _____. If necessary self-position or take the procedural approach as directed by ATC.
- Follow the ILS in the vertical and horizontal profile down to minima and go around.
- Engine failure on the go around as I briefed and set course for _____ following an expeditious routing in accordance with IFR.
- During the normal progression of the flight, if the opportunity to assess your single-needle tracking does not present its self, I will most likely generate a tracking exercise by directing you to intercept and maintain a specified track towards and/or away from a facility such as a VOR or NDB. This exercise is to be flown using one of the bearing pointers on the RMI/RBI as applicable.
- Once inbound to the Hold, when you are satisfied with the indications from the VOR/NDB_____ nominate your track and continue on that track to the facility.
- I will put you back onto one engine before entering (or when outbound in the procedure from) the hold. What sector of entry do you expect on joining the hold?
- Fly one complete hold then the NDB/VOR/LLZ/GPS procedure to minima. As we approach the CDFA minimum I will do one of two things:
 - 1. If I remove the screens/view limiting device or I ask you to look up, it is an indication that you have become visual and may continue the approach as if to land. This might require you to manoeuvre visually to align with the runway. When you reach ACA/H assume that the runway is blocked and carry out an asymmetric go around followed by a circuit or circling approach to land from your next approach with one engine inoperative.
 - 2. If the screen/view limiting device is still in place or I say nothing, it is an indication that you have not acquired visual reference at minima (what are the required visual references?) and are to go around (what is the published missed approach procedure?). For the purposes of the test, after you have gone around I will remove any remaining screens/ask you to remove the hood/foggles and you can join the circuit pattern for a circling approach or visual circuit for an asymmetric landing.
- If planning to fly a GPS approach, the other approach should normally be procedural and include the hold. However, it may be more appropriate to require single-needle tracking and holding after the GPS missed approach.

Any Questions

Time Check.

Are you familiar with the planning facilities here?

For performance planning; my weight is ____lbs and my callsign is Exam_____.

You have (45 to 60 minutes) to plan, I will meet you here again at _____.

Show me your Flight Plan before submitting it and bring a copy of your PLOG and the a/c documents to our next briefing.

PRE FLIGHT BRIEFING

Is your planning complete? (Check Performance, Mass & Balance, NOTAMs, Planning, Aircraft Operations etc.)

Is the route clear to you? Have you filed your flight plan?

I will maintain a log of the flight simply as my record of events. Don't be put off by my writing.

Tell me the speeds you will be using during the flight. If you change these there is no need to justify this but please tell me at the time.

What are your approach minima? (ask questions to establish understanding of the procedures).

You must liaise with ATC in a practical manner to achieve the aims of the flight.

Handling tolerances are there for guidance; don't get over anxious about them. Should the aircraft wander from these tolerances I will be expecting you to make smooth corrections without undue delay.

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

Questions:

Ground icing checks? Airborne icing checks? Passenger briefing?

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

I will join you at the aeroplane before engine start. At what time do you plan to start engines in order to meet our departure slot?

Any Questions

Do you understand what you have to do?

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT)

Congratulations
Minor Points Summary

PARTIAL PASS

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

The result means that you will have to re-fly Section _____.

I require/recommend that you carry out retraining which should cover the items that I have indicated on the SRG2131.

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

FAIL

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

Section ____ was unsatisfactory because _____

Section ____ was unsatisfactory because _____

I require/recommend you to carry out . . . hours (if appropriate) retraining to cover the items which I have indicated on the SRG2131 before starting your next test series.

DO YOU UNDERSTAND WHY YOU HAVE FAILED?
DO YOU UNDERSTAND YOUR RETRAINING AND RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 4B GUIDANCE NOTES FOR THE EN ROUTE IR SKILL TEST BRIEFING

The following briefing is presented as an example of the briefing required to comply with Standards Document 1 and the text within this Handbook.

Recommended WX MINIMA for IFR skill test /check assessment

Additionally, use judgement, Aircraft FM/POH and ATO Operations Manual

Visibility: VFR for departure and arrival

Cloudbase: 1000' above highest obstacle within 5nm of departure aerodrome reference point; sufficient for descent to MSA for arrival.

Wind: Surface wind 30kt, X-wind aeroplane limits. All include gusts in the last 15mins.

INITIAL BRIEFING

- Meet & Greet.
- Wx general picture.
- Establish his ID, level of experience, and what training, if any, was undertaken at an ATO or with a freelance instructor.

KNOW EXACTLY WHAT YOU ARE TESTING.

- Evidence of completion of course of training (if applicable).
- Evidence of successful completion of theoretical examinations (if applicable).
- A signed certificate of recommendation for test (if required).
- Attempt 2 – copy of previous test report
- If Series 2 look at previous test report form and logbook confirm that retraining completed.
- Receipt of payment for test (if required.).
- Relevant CAA correspondence (letter of assessment/retest/training requirements completed).
- Logbook. Current licence if applicable. R/T licence (or test completed). Class 1 medical, (PPL may hold Class 2 medical) signed. (must be seen).
- AC docs, Tech log.
- Fuel / Oil for approx 2 hours + reserves.
- View limiting device(s) + 2 Checklists lists + 2 compatible headsets with one spare.

AIM

For you to demonstrate your ability to operate an aircraft as a single pilot with a passenger in accordance with IFR both inside and outside controlled airspace.

You are to operate in accordance with your aircraft AFM/POH, check list and company/ATO operations manual (as applicable). You may use the checklist by reference or from memory. I want you to say your checklist items aloud. In the case of any emergency I wish to both hear your checks and see your touch drills (where appropriate) for the vital actions.

Although I am the captain of the aircraft, during this flight I shall act as a qualified observer, open to conversation and general assistance if you wish, but I will not participate in the operation of the aircraft. My callsign is _____. My weight is _____ and I have _____ in baggage. (Brief if an additional observer is to be carried – preferably before the day of test.

The simulated cloud base will not below 1000' above the highest obstacle with 5nms of the departure aerodrome reference point and sufficient to allow descent to MSA for a VFR arrival; cloud tops will be above our maximum operating altitude. Please follow your standard procedures for ice detection and operate the equipment in response to the actual temperatures you observe. I may simulate a build-up of ice on the aeroplane and will then require you to operate any equipment accordingly or mitigate the icing risk.

Your task today is to plan the following in VMC and in IMC as appropriate - I will go into detail using the charts later:

Your route today is: VFR departure to the following point where you will transition to IFR and route from _____ to _____ via _____ to _____. At some point I will initiate a scenario which will lead you to divert towards another aerodrome or to a point where you could continue the flight in VMC. **[ME aeroplanes:** There will be a simulated engine failure at some point during the IFR en route phase of

the flight. The examiner should also brief what he is expecting in relation to touch drills, management of the failed engine and when and how the failed engine will be restored.] You may use approved GPS equipment with a current database throughout the flight although I may disable it at certain stages of the flight, for example if I require tracking or positioning using ground based (VOR/NDB/DME) navigation aids. You may use the autopilot (if fitted) when I indicate but only in ROLL or HDG (i.e. not NAV) and ALT or VS mode once established in the cruise and subsequently during descent until I indicate otherwise. The flight will terminate with a visual approach to land at _____ (normally the point of departure).

(N.B. there is no requirement for an asymmetric approach.)

Section 2: Brief when Section 2 will be flown (i.e. at the end of the flight or during transit). During Section 2 I will be responsible for sortie management, ATC liaison, navigation and of course lookout but you will be responsible for any other necessary airmanship checks. Then - *give a detailed briefing for your full panel stalling, recovery from a steep turn and from a spiral as well as the limited panel exercises including turns, climb and descent and unusual attitudes requirements.*

The whole flight is to be carried out in a safe, practical and expeditious manner. I will only intervene during the flight if the safety of the aircraft is in doubt.

Any Questions

Time Check.

Are you familiar with the planning facilities here?

For performance planning; my weight is ___lbs and my callsign is Exam_____.

You have (45 to 60 minutes) to plan, I will meet you here again at _____.

Show me your Flight Plan before submitting it and bring a copy of your PLOG and the a/c documents to our next briefing.

PRE-FLIGHT BRIEFING

ROUTE BRIEFING (Restate if necessary)

Have you got your chart and relevant aerodrome plates? (Check currency and use to facilitate the route brief)

- Full use of radio navigation equipment including GPS is available for any route in CA.
- I will advise you when you may engage the autopilot (if fitted).
- During the normal progression of the flight, if the opportunity to assess your tracking does not present its self, I will generate a tracking exercise by directing you to intercept and maintain a specified track towards and/or away from a facility such as a VOR or NDB. This exercise is to be flown using any one of the available displays I nominate.
- During descent to MSA If the screen/view limiting device is still in place or I say nothing, it is an indication that you have not acquired visual references – what action would you take?
- I will initiate simulated emergency situations during the flight (including a simulated engine failure if ME) and one of these situations may cause you to divert; plan and execute the diversion in an appropriate manner, liaising with ATC as needed.
- I will conduct Section 2, GH, as previously briefed – do you have any questions about that? I will remind you of the specific exercises in the air.
- On arrival you are expected to follow ATC instructions for a visual approach to land.

Any Questions

Is your planning complete? (Check Performance, Mass & Balance, NOTAMs, Planning, Flight Log (PLOG), Aircraft Operations etc.)

Is the route clear to you? Have you filed your flight plan?

I will maintain a log of the flight simply as my record of events. Don't be put off by my writing.

Tell me the speeds you will be using during the flight. If you change these there is no need to justify this but please tell me at the time.

What are the minima for VFR? (Ask questions to establish understanding of any relevant procedures, e.g. obstacle clearance, noise abatement, etc.).

You must liaise with ATC in a practical manner to achieve the aims of the flight.

Handling tolerances are there for guidance; don't get over anxious about them. Should the aircraft wander from these tolerances I will be expecting you to make smooth corrections without undue delay.

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

Questions:

Ground icing checks? Airborne icing checks? Passenger briefing?

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

I will join you at the aeroplane before engine start. At what time do you plan to start in order to meet your departure slot?

Any Questions

Do you understand what you have to do?

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT)

Congratulations

Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

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

The result means that you will have to re-fly Section _____.

I require/recommend that you carry out retraining which should cover the items that I have indicated on the SRG2131.

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

FAIL

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

Section ____ was unsatisfactory because _____

Section ____ was unsatisfactory because _____

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

DO YOU UNDERSTAND WHY YOU HAVE FAILED?
DO YOU UNDERSTAND YOUR RETRAINING AND RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 4H GUIDANCE NOTES FOR THE IR(H) SKILL TEST BRIEFING

The following briefing is presented as an example of the briefing required to comply with Part- FCL Subpart G, Appendix7 and the text within this Handbook.

Recommended WX MINIMA for IFR(H) skill test /check

Additionally, use judgement, Flight Manual and ATO procedures.

Visibility: Within limits.

Cloudbase: Within limits.

Wind: Within limits.

Freezing Level: Within limits.

INITIAL BRIEFING

Meet & Greet. Confirm test requirement.

Wx general picture. Does it look good enough for you to fly the Skill Test?

Establish ID. Do you have a serviceable aircraft?

- Evidence of completion of course of training.
- Evidence of successful completion of theoretical examinations.
- For each test series, a signed certificate of recommendation for test.
- If second or subsequent test, previous SRG2135.
- Receipt of payment for test (unless free retest)
- Second or subsequent series, evidence of retraining certified by CFI.
- Current license if applicable, valid Class 1/2 Medical Certificate (must be seen),
- R/T licence (or test completed).
- Ac documents, Tech Log/Auth Sheets.
- Fuel for approx 2 hrs + reserves.
- IF screens + 2 Cx lists + 2 compatible headsets with one spare.
- Does the applicant plan to fly on QFE or QNH on approaches?

Maps & Charts (current editions), nav planning equipment?

(Not from home base - the planning facilities are located _____. NOTAMS / Royal Flt / Wx / AIP can be found and there is a phone _____).

Time Check. I will meet you here again for your Main Briefing at _____. Meet & Greet.

Wx general picture. Establish ID, level of experience, and who is conducted the training.

AIM

For you to demonstrate your ability to operate the helicopter as a single (multi) pilot in simulated or actual IMC in accordance with IFR procedures and within controlled airspace.

You are to operate in accordance with ATO operations manual I and aircraft check list. You may use the checklist for reference or perform checks from memory, but I wish to hear the checks as you do them. In the case of the practice emergency, I wish to hear your checks and see your touch drills for the vital actions.

Assume this to be the first flight of the day. In the single pilot operation, I am the passenger. I will be acting purely as an observer and will not offer any comment on any aspect of the flight. I will not initiate any conversation as this might distract you, but I will respond to any conversation initiated by you (except for MPH tests where the examiner may be an operating pilot or an observer).

Worst case for the weather is to be assumed, overnight freezing and icing is forecast at all levels. The cloud base and visibilities will be at the minima for your approach. Please follow your standard procedures for ice detection and operate the equipment accordingly.

I will give you an outline brief of your route today, and then I will go into detail using the charts later.

Your route today is to fly to _____. On arrival carry out a radar vectored ILS to approach minima and go around. Be prepared for engine failure on the go-around, (ask the applicant to describe the technique to be employed for the simulated engine failure). You will then depart single engine to _____. Brief if the whole transit will be on one or two engines and that you will manage the engine settings during transit and when single engine flight will be restored if applicable.

Section 2: During Section 2 I will take control of the radio, navigation safety altitudes and lookout. Then - give a detailed briefing for limited panel turns, unusual attitudes and IMC autorotations (to include the simulated wind direction, cloud base and ground level).

The whole flight is to be carried out in a practical and expeditious manner. I will only intervene during the flight if the safety of the aircraft is in doubt, however, I will respond on request, to ATC calls concerning conflicting traffic.

ROUTE BRIEFING

Have you got your chart and approach plates? (Check chart currency and similar plate editions).

- Make a practical and expeditious departure (examiner to determine the departure procedure to be used). Plan for single needle tracking from _____, you nominate the track; I will advise you when full use of the navigation equipment is available.
- Plan for a radar vectored ILS at _____. If necessary self position or take the procedural approach as directed by ATC (self-positioning may not be possible at the selected airfield, the applicant may have to enter the hold in order to get an ILS).
- Follow the ILS in the vertical and horizontal profiles down to minima and go around.
- Engine failure on the go around as briefed and set course for _____. (The examiner shall describe how any throttle /FCL/training switches are to be manipulated to simulate malfunctions)
- When you are satisfied with the indications from the VOR/NDB_____ nominate your track and track single needle/beam bar to the facility.
- I will put you back onto one engine before entering (or when outbound in the procedure from) the hold. What sector of entry do you expect on joining the hold?
- I may remove the ILS navaids to make the non-precision approach realistic. If I do, then when you require them again I will return them to you in the condition they were in prior to removal.
- Fly one complete hold then follow the horizontal and vertical patterns depicted on the chart down to the minima, (confirm the applicant knows where the MAPt is).

Time Check.

Are you familiar with the planning facilities here?

Performance planning; my weight is ___lbs/kgs and my callsign is Exam_____.

You have (45 to 60 minutes) to plan, I will meet you here again at _____.

Show me your Flight Plan before submitting it and bring a copy of your PLOG.

PRE FLIGHT BRIEFING

Is your planning complete? (Check Performance, Wt & Balance, Planning etc.) Is the route clear to you? Have you filed your flight plan? I will maintain a log of the flight simply as my record of events. Don't be put off by my writing.

What speeds will you be flying? What angles of bank, rates of climb and descent will you be using? What power limits will you be using after the engine failure? If you wish to change any of these parameters tell me before you change them stating your reason for change.

What are your approach minima? (Ask questions to establish understanding of the procedures, the data on the plates i.e. CAT I, II or III holding points on a taxiway, the MSA at spot heights etc.).

You must liaise with ATC in a practical manner to achieve the aims of the flight (single pilot operation).

Questions: Ground icing Checks? (Also, to demonstrate practically during aircraft external pre-flight checks) Airborne icing Checks? Passenger briefing?

Actual Emergency Brief. If a real emergency or malfunction is experienced, you will be informed as such and the test will be suspended. The handling pilot is to achieve a safe flight configuration, I will give all the assistance required however, as Captain, I reserve the right to take control if necessary. Should we need to pass control of the aircraft between us at any time, the standard procedure is to be used, i.e., "Follow me through", "You have control", "I have control".

ANY QUESTIONS? Are you satisfied with the brief and do you understand what is required?

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT!)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

Section ___ was unsatisfactory. The reasons you failed that section are _ (Keep it short, don't brief).

The result means that you will have to fly Section ____ again. You can now elect to continue with the flight to retake Section ____ again without refuelling, or

I am recommending retraining of ____ hours.

DO YOU UNDERSTAND WHY YOU HAVE FAILED THE SECTION & RE-TEST REQUIREMENTS?

FREE RETEST (SRG internal memo Staff FE(H) to FCS to confirm)

Due to the Wx / Ac / ATC you will need to re-fly Sections _____ as they could not be assessed, but you will not have to pay a further test fee.

FAIL

You have failed your IR(H) test and you will have to repeat all of the sections because Sections __, __, __ were unsatisfactory.

Section ____ was unsatisfactory because ____ Section ____ was unsatisfactory because ____ I am recommending retraining of ____ hours.

DO YOU UNDERSTAND WHY YOU HAVE FAILED? DO YOU UNDERSTAND YOUR RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 5 GUIDANCE NOTES FOR THE SE(A) ST/PC BRIEFING

The following briefing is presented as an example of the briefing required to comply with Standards Document 14 and the text within this Handbook when conducting a non-commercial air transport ST/PC on a SE aeroplane class or type where an instrument rating is **not** being revalidated.

Recommended WX MINIMA for VFR skill test/check assessment

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

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

Cloud: Nav - generally >1500'agl but not <1100'. GH not <1500', stall 2500'

Wind: Max 30kt, X-wind aeroplane limits

INITIAL BRIEFING

- Meet & Greet.
- Wx general picture. Does it look good enough for you to fly the PC/ST?
- Establish ID and the test requirement: KNOW EXACTLY WHAT YOU ARE TESTING.
- Initial ST and renewals: ATO training records.
- For each test series, a signed certificate of recommendation for test.
- Applicant completes relevant parts of SRG1119.
- If second or subsequent test, previous SRG1157 and SRG2199 plus logbook evidence of any mandatory retraining.
- Logbook.
- Current licence. Valid Class 1 or 2 medical, signed. (must be seen).
- AC documents, Tech log/Auth Sheets.
- 2 checklists, + 2 compatible headsets with one spare.
- NB Aircraft is approved for ST/PC by the Examiner - dual controls and braking.

Maps & Charts, current editions, got your equipment?

For your performance planning: my weight is ___lbs/kilos and my callsign is ___ (if applicable).

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

(Not from home base) – The planning facilities are located_____ and there is a phone _____.

Today's flight will comprise the departure, a short navigation section, visual airwork, then a return to ___ for circuits. I will give you simulated emergencies during the flight.

The navigation route today is _____ to _____. *Show on applicant's map.*

(The navigation section 3A is mandatory for all SE ST/PC unless Section 3B is undertaken. The navigation route need be no more than a transit leg to the airwork area (approximately 15 mins) but may be longer (up to 30 mins) if the applicant's visual navigation recency is in doubt.)

After the start, taxi out, take-off and depart following ATC procedures and instructions.

This leg to _____ is a visual navigation exercise. Radio aids may be used for fixing if necessary.

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

After the flight I will complete the test by asking you some questions about the normal and emergency operation of the aircraft systems.

Time Check. I will meet you here again for your Main Briefing at _____.

MAIN BRIEF

Is your planning complete? (No pre-planned material to be used).

Is today's weather suitable for the flight?

Just to remind you, the order of events will be the navigation, then visual airwork, then return to ____ for circuits. I will give you simulated emergencies during the flight.

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

Purpose. To demonstrate your ability to conduct a private flight as a pilot in command, single crew maintaining VMC under VFR.

Throughout most of this flight you will be responsible for the R/T and navigation. However, I am responsible for the R/T and navigation during the airwork section. Lookout though is always your responsibility. If you see another aircraft indicate it to me.

Obey ATC instructions, but negotiate as required. If they conflict with what I have asked you to do then comply with them unless I interject.

I will remind you at each phase of the flight who is responsible for R/T and navigation.

Operation. You should conduct this flight in a safe and practical manner obeying National Rules and School/Club/Company Procedures. Use your checklist while you are on the ground. In the air, you may carry out checks from memory but following the checklist sequence. In the case of any practice emergency I wish to hear your checks and see your touch drills.

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

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

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

Aircraft documents (*1 question*), Technical log/authorisation sheet (*2 questions*). Check for hours, serviceability, sufficient oil and fuel for 1 hour + reserves.

What speeds will you be flying? If you change these in the air there is no need to justify this but please tell me at the time.

External Checks. Assume first flight of the day. You can expect me to ask some questions about the aeroplane as you are doing your walk-round.

Order of events (the FE will decide on the order of events with regard to airspace and weather):

Section 1 — Departure

Depart as we previously discussed.

Section 3A — Navigation

May I see your map and your PLOG? Any NOTAMs, warnings or R/F?

Ask questions as required to ascertain how he calculated heading, safety altitude, fuel requirements.

Once en-route tell me your heading, altitude and ETA as soon as possible. If at some later time you decide to change these, tell me.

You will notice that I'll be keeping my own log, don't worry about my writing.

Any questions

Section 2 - Airwork This is not a memory test. I will direct the sequence.

I will be responsible for the navigation and any ATC liaison, but you are still responsible for the lookout and traffic avoidance.

Stalling:

Stall Recovery from:

- Clean, S&L, **idle power**; recovering from the stalled condition
- Base Turn using intermediate flap, gear, **approach power** with 20° to 30° AOB recovering at the first sign of the approaching stall.
- Final Approach stall, full flap, gear, **approach power** on a datum heading recovering at the first sign of the approaching stall.
- Climbing Turn stall, take-off flap, gear, **climb power** with 10° to 20° AOB recovering at the first sign of the approaching stall.

All recoveries with minimum height loss, recovering back to the best rate of climb.

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

If your aeroplane is fitted with an autopilot, pressurisation or de-icing system I will ask you to operate these systems at some stage of the flight.

Any questions

Section 5 - Abnormal and Emergency Procedures

During the flight, there will be a number of simulated emergencies, which will be touch drills only. I will require you to perform a simulated forced landing and an EFATO

If test is conducted in a type with retractable gear:

In accordance with accepted aviation practice I will expect you to land with the gear down unless there is some overriding factor. If you are planning to land gear-up then you must tell me.

I will be responsible for compliance with Rules of the Air Rule 5 and will tell you when to go around.

I will also ask you to deal with other simulated emergencies such as a fire or a system failure.

Include at least one systems failure.

In addition, you need to demonstrate a rejected take-off. At the end of the flight I will ask you to commence a take-off run but, at a reasonable speed, will indicate some form of emergency such as a blocked runway, engine or systems failure. You should reject the take-off and stop in the runway remaining; do not use the brakes excessively.

Any questions

Section 4 - Approach and Landing

Before we return I will tell you where we are and then you will again be responsible for the R/T and navigation for a practical recovery to the circuit.

I will tell you which circuits I want to see and these will include Normal and Flapless and may include Glide. I will require you to go around at minimum altitude from one approach.

The touchdown area for each approach must be appropriate, I may nominate a touchdown area or ask you to nominate your own touchdown area.

Are you used to carrying out touch-and-go landings? If so I will expect you to carry out a touch and go from each landing unless I brief otherwise. If you do not usually carry out touch-and-go landings then we will stop any taxi round after each landing.

Any questions

General Points

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

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

Book out. Take Off at _____.

Book out + sign out 10mins - External Checks 10 mins - Start & Taxi 15 mins.

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

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

The result means that you will have to re-fly Section _____.

I recommend that you carry out further training as indicated on the SRG2199. This form also explains that you cannot exercise the privileges of your rating until you have successfully completed a further test.

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

FAIL

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

Section ____ was unsatisfactory because _____

Section ____ was unsatisfactory because _____

I require (after 2 attempts)/recommend you to carry out ____ hours (if appropriate) further training to cover the items which I have indicated on the SRG2199 before starting your next test series. This form also explains that you cannot exercise the privileges of your rating/s until you have successfully completed a further test.

**DO YOU UNDERSTAND WHY YOU HAVE FAILED?
DO YOU UNDERSTAND YOUR RETRAINING AND RE-TEST REQUIREMENTS?**

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 6 GUIDANCE NOTES FOR THE ME ST/PC/IRR(A) BRIEFING

The following briefing is presented as an example of the briefing required to comply with Standards Document 14 and the text within this Handbook when conducting a combined ST/PC and IRR on a ME aeroplane. Individual AOC-holder OPC requirements may demand changes to this brief.

Recommended WX MINIMA for skill test /check assessment

Additionally, use judgement, Aircraft Handbook and ATO rules

Visibility: Not less than minimum approach RVR plus 200 m.

Cloudbase: DH/MDH +100' at airfield of final landing (NB: SE 1500' aal and 1000' above highest obstacle within 20nm of route. Cloud base or tops suitable for conduct of stalling exercises iaw Ops Manual and POH. Cloud base at suitable airfield to permit visual circuits.

Wind: Max 30kt, X-wind aeroplane limits, 10 kts tail on ILS and landings. All include gusts in the last 15mins.

INITIAL BRIEFING

- Meet & Greet.
- Wx general picture.
- Establish his ID and level of experience.
KNOW EXACTLY WHAT YOU ARE TESTING.
- Current licence; medical signed. (must be checked for validity).
- Logbook.
- Initial ST and renewals: ATO training records.
- For each test series, a signed certificate of recommendation for test.
- Applicant completes relevant parts of SRG1119.
- If second or subsequent test, previous SRG1157 and SRG2199 plus logbook evidence of any mandatory retraining.
- Receipt of payment for test if appropriate.
- Relevant CAA correspondence (letter of assessment/retest/training requirements completed).
- AC docs, Tech log.
- Fuel / Oil for approx 2 hours + reserves.
- IF screens if available, otherwise foggles etc + 2 Checklists + 2 compatible headsets with one spare.

AIM

For you to demonstrate your ability to operate an aircraft as a single pilot in VMC and also in IMC in accordance with IFR.

I will give you an outline brief on the format of today's flight and then go into detail using the charts later.

Your route today is to go to _____. Carry out a procedural arrival for a hold and non-precision approach to the missed approach point and go around. Be prepared for engine failure on the go-around, You will then depart single engine back to _____. During the return leg I will require you to carry out some visual and instrument manoeuvring. On arrival, you will fly a radar vectored asymmetric ILS approach followed by an asymmetric go around. We will then join the visual circuit for some circuit flying.

(The order in which the approaches and circuits are flown and which approach will be flown asymmetric should be decided in relation to the airfields available for the flight and the OPC schedule if appropriate)

Although I am the captain of the aircraft, during this flight I shall act as a qualified observer, open to conversation and general assistance if you wish, but I shall not be able to give advice on the management of the flight. I will only intervene during the flight if the safety of the aircraft is in doubt.

Assume this to be the first flight of the day. The cloud base and visibilities will be at the minima for your departure and approach, and cloud tops will be above our maximum operating altitude. Please follow your standard procedures for ice detection and operate the equipment according to the actual temperatures you observe. I may simulate a build-up of ice on the aeroplane and will require you to operate the equipment accordingly.

Use ATC as a service to help you carry out the flight in a safe, practical and expeditious manner.

Operate in accordance with your company/ATO instructions, FOB, operations manual (as appropriate), the Air Navigation Order and aircraft pilot's operating handbook. You may use the checklist by reference or from memory. In the case of any practice emergency I wish to hear your checks and see your touch drills.

ROUTE BRIEFING

Have you got your chart and approach plates? (Check currency while using them to facilitate the route brief)

- Make a practical and expeditious departure. Route via _____ and _____ to _____.
- Fly one complete hold then a procedural non-precision approach at _____. What sector join do you expect?
- Follow the procedure in the vertical and horizontal profile down to minimums and go around at your CDFA minimum.
- On the go around and set course in accordance with your departure clearance to _____ following an expeditious routing in accordance with IFR.
- However, on the go around I will cover the throttles and simulate an engine failure. Once you have identified the failed engine you can carry out the necessary drills, although the feathering drills are touch drills only (unless in an FNPT or FFS). I will then give you zero thrust on the failed engine.
- Continue with your departure. At some stage after you have completed all of the checks and are in stable flight I will restore the failed engine in order to expedite the flight. I will reset the engine controls appropriately.

If a GPS approach is to be flown it may be more appropriate to require a hold to be entered after the missed approach or to require a hold and procedural precision approach.

- On reaching a suitable location I will take over sortie management, ATC liaison and navigation and I will lead you through the general handling I need to see. On completion of the manoeuvring I will brief you on our position and hand these responsibilities back to you for our recovery.
- Plan to carry out a radar vectored ILS at _____. However, you should be prepared to make a procedural approach if required by ATC. I will put you back onto one engine before we reach the base leg – no drills will be required.
- Fly the approach down to minimums and then go around.
- Once you are safely established in the asymmetric go around I will remove the screens/foggles and I will want you to join the visual circuit. I will need to see a normal approach, flapless approach and asymmetric approach, all to land, as well as a normal go around from minimum altitude. (*discuss touch-and-go procedures*).
- After the final landing, I will want you to carry out a rejected take-off. I will liaise with ATC in order to achieve this.
- At any stage of the flight I may simulate a systems or engine emergency. You should carry out the necessary drills while maintaining control, continuing until I declare the emergency complete.
- You may use approved GPS equipment with a current database throughout the flight. You may use the autopilot and flight director (if fitted) once established in the cruise and subsequently during the flight. However, the ILS, EFATO and airwork must be hand-flown. In any event, I will require you to demonstrate the use of both the GPS and autopilot as part of the class/type rating.

I will maintain a log of the flight simply as my record of events. Don't be put off by my writing.

Any Questions

Time Check.

Are you familiar with the planning facilities here?

For performance planning; my weight is ___lbs/kilos and our callsign is _____.

You have (45 to 60 minutes) to plan, I will meet you here again at _____.

Bring a copy of your PLOG, flight plan (if appropriate) and the a/c documents to our next briefing.

PRE FLIGHT BRIEFING

Is your planning complete? Please brief me on Performance, Mass & Balance, NOTAMs and Weather.

Is the route clear to you? Have you filed a flight plan if necessary?

What speeds will you be flying? If you change these there is no need to justify this but please tell me at the time. I will assume that any ATC speed requests will be complied with unless I hear you negotiate with them.

What are your approach and asymmetric minima? (ask questions to establish understanding of the procedures).

I will now brief the manoeuvring:

The screens/foggles will be removed for the visual manoeuvring; you will now be responsible for lookout and airmanship but I will retain responsibility for navigation.

I will want to see:

- steep turns: left and right at not less than 45° AOB through at least 360° maintaining entry speed and altitude during the turn, rolling out on my command.

Recovery from:

- a clean, S&L, power-off stall; recovering from the stalled condition

and either

- a base turn stall using intermediate flap, gear, approach power and 20°-30° AOB recovering on your own initiative at the first sign of the approaching stall

or

- a final approach stall, full flap, gear, approach power on a datum heading recovering on your own initiative at the first sign of the approaching stall

all recoveries are to be with minimum height loss back to the best rate of climb, clean.

(Optional) Engine shut-down and restart: in a suitable area, I will simulate an engine fire. I will want you to shut-down the affected engine (after a 30 sec cooling period). I will then want you to restart the engine.

I will then replace the screens/foggles and resume responsibility for lookout and airmanship. I will also cover the main attitude reference and compass systems.

Using the remaining instruments, you will fly:

- S&L.
- Rate 1 turns the shortest way onto specified headings maintaining altitude and speed.
- 3 or 4 unusual attitude recoveries each back to S&L flight at your nominated speed with minimum height loss, but to no specific heading or altitude.

Handling tolerances are there for guidance; don't get over anxious about them. Should the aircraft wander from these tolerances I will be expecting you to make smooth corrections without undue delay.

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

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

Any Questions

Do you understand what you have to do?

DEBRIEF

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

FULL PASS (or PASS WITH ADMONISHMENT)

Congratulations
Minor Points Summary

PARTIAL PASS

You have achieved a Partial Pass.

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

The result means that you will have to re-fly Section _____.

With regard to the instrument rating, Items ____ of Section 3B were unsatisfactory. The reasons you were unsuccessful in those items are _____.

The result means that you will have to re-fly Items ____ of Section 3B.

I recommend that you carry out further training as indicated on the SRG2199. This form also explains that you cannot exercise the privileges of your rating/s until you have successfully completed a further test.

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

FAIL

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

Section ____ was unsatisfactory because _____

Section ____ was unsatisfactory because _____

I require (after 2 attempts)/recommend you to carry out ____ hours (if appropriate) further training to cover the items which I have indicated on the SRG2199 before starting your next test series. This form also explains that you cannot exercise the privileges of your rating/s until you have successfully completed a further test.

DO YOU UNDERSTAND WHY YOU HAVE FAILED?
DO YOU UNDERSTAND YOUR RETRAINING AND RE-TEST REQUIREMENTS?

IN ALL CASES

If you would like to hear them I have some other points that may help you at your next attempt/with your future flying.

APPENDIX 7 GUIDANCE NOTES FOR THE SPH SKILL TEST/ PROFICIENCY CHECK BRIEFING

The following briefing is presented as an example of the briefing required to comply with Part- FCL Subpart H, Appendix 9 and the text within this Handbook.

Recommended WX Minima for VFR Skill Test/Check Assessment.

Visibility: As appropriate (VFR generally >5km, but not <3000m).

Cloud: As appropriate (VFR generally >1500'agl but not <1100'. GH not <1500').

Wind: Within limits

ADMINISTRATION

Confirm with the applicant the weather is suitable for the test/check.

Confirm the test/check requirement as well as the type, suitability and availability of ac to be used.

Inspect documents; Licence, pilots log, course report, certificate of course completion, recommendation for test, aircraft documents, flight manual check lists (IF screens/foggles if required).

BRIEFING

The Purpose of the Flight(s)

Is for you to demonstrate your ability to conduct a flight as Pilot-in-Command, under normal and simulated emergency conditions, to a safe level of competence, as required of a Pilot in accordance with Part-FCL, AFM and Operations Manual - if appropriate.

Responsibilities

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

Checks

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

Test Tolerances

- The test tolerances are (*Examiner to state test tolerances*). They are there for guidance; do not get over anxious about the limits. Should the aircraft deviate from these limits I will be looking for you to make smooth corrections without undue delay.
- In a similar way if you think you have made a mistake then correct it, don't let it worry you, everyone makes mistakes, so carry on with your flight, and concentrate on what you are doing.
- During your flight, open to conversation and some basic assistance if you ask. Please do not worry if I am being quiet I will be trying not to interrupt your concentration.

Aircraft Control

- At the end of the brief, when I give you the test/check details, I will ask you for the various parameters, i.e., speeds and heights, you plan to use. Once they are agreed you should use them, but if you wish to change the height and/or speed you should notify me first.
- Should we need to pass control of the aircraft between us at any time, the standard procedure is to be used, i.e., "Follow me through", "You have control", "I have control".

Emergencies

- The handling pilot shall take the immediate action in response to any malfunction or emergency whether simulated or real.
- If the emergency is real, you will be informed as such and the test will be suspended. The handling pilot is to achieve a safe flight configuration. I will give you all the assistance you require. As Captain, I reserve the right to take control if necessary.
- If the emergency is simulated, you will be expected to carry out the relevant actions using touch drills only and radio calls said within in the cockpit only. You will be informed when the exercise is completed (*Note: The Examiner shall verify the understanding of touch drills and describe how any throttle/FCL/engine training switches are to be manipulated to simulate malfunctions*).

Aircraft Limitations/Skill Test Oral TK Questions

The Examiner should now ascertain through oral questioning the appropriate level knowledge for the aircraft type (Note a pass mark of 75% is required for skill tests and shall be recorded on the SRG 2138):

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

Do you have any questions on the briefing?

Order of Events

The Examiner with regard to weather, a/c availability, ATC restrictions etc will determine the sequencing of the test /check allowing the candidate and allow the candidate 1 hour to complete the planning to deliver a pre-flight brief covering at least the following incorporating relevant TEM elements: (*Note the MATED brief is only included as a suggested aide memoir*)

Met	Appropriate to the area and time of the flight.
Aircraft	AUM, C of G calculation, fuel load, tech log details.
aTc	Airfield details, NOTAMS, Royal Flights, RT services etc.
Exercise	How the Navex is to be conducted.
Duties	Pax Brief (normally conducted at the ac).

APPENDIX 8 GUIDANCE NOTES FOR THE INSTRUCTOR ASSESSMENT OF COMPETENCE (A&H) BRIEFING

The following briefing is presented as an example of the briefing required to comply with Standards Document 10(A) and 10(H) plus the text within this Handbook.

Recommended WX minima for VFR skill test/check assessment.

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

Visibility: Generally >6km (A), 5km (H), but not <3000m.

Cloud: Nav - generally >1500'agl but not <1100'. GH not <1500', stall 2500'

Wind: Max 30kt, X-wind aircraft limits

ADMINISTRATION

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

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

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

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

GENERAL BRIEFING

AIM

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

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

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

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

Responsibilities

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

- You should liaise and comply with ATC instructions and clearances: if ATC instructions conflict with the briefing then ATC will take priority; I will only intervene if I decide to do so for reasons of safety or clarification. Your callsign throughout the assessment will be.....

Planning

- You will be responsible for planning the flight and I may check your planning and ask questions on aspects of the flight, for example: choice of operating areas, altitudes, fuel planning, NOTAM, mass & balance and performance calculations etc.

Checks

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

Assessment Tolerances

- You should be able to produce convincing demonstrations and therefore, your handling skills and flying accuracy should be of an above average standard. I expect you to be able to comfortably fly within the CPL ST tolerances for height, speed and heading (100ft/10kts/10deg). Should the aircraft deviate from these limits I will be looking for you to make smooth corrections without undue delay.
- In a similar way if you think you have made a mistake then correct it, don't let it worry you. Everyone makes mistakes, carry on with your flight, and concentrate on what you are doing.

Aircraft Control

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

Emergencies

- If we experience a real emergency or malfunction, the handling pilot will deal with it and the assessment will be suspended. The handling pilot is to achieve a safe flight configuration. If I am not flying the aircraft I will give all the assistance required. As Captain, I reserve the right to take control if necessary.
- Practice emergencies will be briefed prior to the exercise as appropriate. (The Examiner should describe how any engine, fuel or system controls, switches, levers etc are to be manipulated to simulate malfunctions).

ASSESSMENT ADMINISTRATION

Role Play

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

DEFINITIONS

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

Use of Notes

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

Long Briefing (Lecture) and Theoretical Knowledge Questions

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

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

ASSESSMENT SEQUENCE

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

I propose the following order of events: initially I will ask you to give me a pre-flight briefing on one of the syllabus exercises. We will then use this as the main lesson to be taught in the air. Upon completion, I will ask you to teach, demonstrate or patter a variety of secondary exercises. After the flight, I will ask you to debrief me as a student on my performance during the main exercise. We will then take a short lunch break then reconvene with the long briefing followed by some theoretical knowledge questions. Finally, I will debrief you on the day's activities, make my overall assessment and complete the paperwork. Are you happy with this format?

For the main flight exercises I want you to teach me ... (nominated exercise). You have 15 minutes to prepare. Remember that, as well as teaching this lesson, you will be monitoring my performance for any mistakes and also to give a post flight debrief. When I have seen enough of this exercise I will re-brief you for the secondary exercises. You can expect the secondary exercises to include: [e.g. steep turns, stall recovery in landing configuration, PFL, weather avoidance and a flapless circuit] For the secondary exercises you can assume that I've done all the required training up to that exercise and that I've been briefed before flight. After flight, you will be required to debrief me on my performance as a student pilot.

Note: Spinning (FW)/SEOL (RW) is invariably to be taught or patterned, not just demonstrated.

OVERALL DEBRIEFING

Do not get involved in an argument about the test result or indeed the conduct of the test. In the event of a disagreement with the applicant it is important to make and keep detailed, contemporaneous notes of any discussions. Complete the notice of failure form which should be countersigned by the applicant. Inform the applicant of his/her right of appeal and if necessary contact a CAA Staff FE for further guidance

RESULT

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

If Section 1 (theoretical knowledge and prepared lecture) only is failed, assess as a Partial Pass. The applicant is to be retested on Section 1.

If any of the other Sections (the flight exercises) are failed, but Section 1 passed, assess as a Partial Pass. The applicant is to be retested on the flight exercises including a pre-flight brief.

If Section 1 and one of the other Sections is failed, the result is a Fail. The applicant is to undertake a full retest.

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

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

FLIGHT EXERCISES DEBRIEF

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

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

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

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

Finish with the instructor debrief of his 'student'.

Debrief of mandatory exercises.

THEORETICAL KNOWLEDGE DEBRIEF

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

APPENDIX 9 THE UK ISSUED EASA LICENCE

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

The image shows a collage of 13 numbered callouts (1-13) pointing to specific parts of the UK EASA Licence form and its associated documents:

- 1:** Title of Licence, date of initial issue and country code.
- 2:** Validity statements.
- 3:** Radiotelephony privileges details.
- 4:** Remarks endorsed upon licence, including Language Proficiency level and validity period.
- 5:** Ratings held, and associated remarks/ restrictions.
- 6:** Examiner certificate reference.
- 7:** Personal Details and details of issuing authority.
- 8:** Licence number and holder name.
- 9:** Front cover when the licence is folded.
- 10:** Certificate of Revalidation (Rating Certificate).
- 11:** Certificate of Revalidation (Endorsement).
- 12:** Certificate of Revalidation (Examiner Signature).
- 13:** Abbreviations used in the licence.

FRONT-SIDE

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

REAR-SIDE

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

15. Provision for a second page of Expired Ratings.

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

<p>Note: This page does not form part of the licence</p> <table border="1"> <tr><td colspan="2">Ratings previously held by licence holder</td></tr> <tr><td>Licence Number</td><td>GBR.FCL.AT.123456.A.A</td></tr> <tr><td>Last and first name of licence holder:</td><td>EXAMPLE, New Format Licence</td></tr> <tr><td>Class/Type/IR</td><td></td></tr> <tr><td>CL604/605</td><td></td></tr> <tr><td>B747-400</td><td></td></tr> <tr><td>Instructors</td><td></td></tr> <tr><td>TRI B747-400</td><td></td></tr> </table> <p style="text-align: center;">14</p> <p>GBR.FCL.AT.123456.A.A Page 9 of 16 21/12/2011</p>	Ratings previously held by licence holder		Licence Number	GBR.FCL.AT.123456.A.A	Last and first name of licence holder:	EXAMPLE, New Format Licence	Class/Type/IR		CL604/605		B747-400		Instructors		TRI B747-400		<p>Note: This page does not form part of the licence</p> <table border="1"> <tr><td colspan="2">Ratings previously held by licence holder (Continued)</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p style="text-align: center;">15</p> <p>GBR.FCL.AT.123456.A.A Page 11 of 16 21/12/2011</p>	Ratings previously held by licence holder (Continued)																<p style="text-align: center;">INTENTIONALLY BLANK</p> <p>GBR.FCL.AT.123456.A.A Page 11 of 16 21/12/2011</p>	<table border="1"> <tr><td colspan="2">Remarks – continued from page 3</td></tr> <tr><td>III</td><td>Licence number: GBR.FCL.123456.A.A</td></tr> <tr><td>IV</td><td>Last and first name of licence holder: EXAMPLE, New Format Licence</td></tr> <tr><td>XIII</td><td>Radiotelephony Remarks</td></tr> <tr><td></td><td>VHF Only</td></tr> <tr><td></td><td>No Further Entries</td></tr> </table> <p style="text-align: center;">16</p> <p>GBR.FCL.AT.123456.A.A Page 16 of 16 21/12/2011</p>	Remarks – continued from page 3		III	Licence number: GBR.FCL.123456.A.A	IV	Last and first name of licence holder: EXAMPLE, New Format Licence	XIII	Radiotelephony Remarks		VHF Only		No Further Entries
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APPENDIX 10 PROCEDURES FOR THE RECORDING OF FLIGHT TESTS, CHECKS AND ASSESSMENTS OF COMPETENCE

Completion of Certificate of Revalidation

Checking of Licences

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

Certificate of Revalidation

Licences are issued containing blank Certificate of Revalidation pages. When a new certificate of revalidation is added to a licence the licence holder's name and reference number should be inserted at the top. All rating renewals and revalidations are to be recorded on these pages.

The Certificate of Revalidation may only be signed for ratings that are shown in Section XII on page 4 of the licence as ratings to be revalidated. Certificates of Revalidation cannot be signed for ratings shown on the reverse of an EASA licence as ratings previously held, (however an SRG may be issued).

Revalidation by Experience (Helicopters)

Only the examiner who carried out a rating test or check for one helicopter type may revalidate the applicant's other types by experience. Where an examiner has revalidated a rating by 'experience' the date of the proficiency check must be entered on the licence only for the helicopter type on which the test was flown and 'EXP' should be entered for the date of test for those types revalidated by experience. The expiry date will be the same for all the types revalidated at that time. Form SRG1173 should be completed to show the type(s) revalidated by experience.

Revalidation by Experience (SEP and TMG)

Examiners are reminded that, for TMG and SEP revalidation by experience, any examiner holding a valid UK CAA issued examiner certificate can sign for the revalidation. Additionally, instructors with FCL.945 endorsement in their licence may, upon completion of the training flight, complete the revalidation by experience requirements for that applicant. Notwithstanding this, if an instructor or examiner is not familiar with the requirements and not confident with the process then he is not obliged to sign.

The process requires examiners and instructors to:

1. Check the applicant's logbook for the Part-FCL.740.A(b) requirements (which are repeated at FEH Table 4C). Ensure that the 'one hour flight with an instructor' has been completed.
2. Complete the certificate of revalidation in the applicant's licence.
3. Complete appropriate Form SRG119E or SRG1157; copy and distribute as required.

SEP/TMG Entries

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

TMG/SEP(Land)

If the ratings lapse then each must be renewed separately by proficiency check.

NPPL plus SSEA, Microlight and SLMG Ratings in JAR and UK Full Licences

Examiners may be asked to test for the issue or revalidation of NPPL ratings. Guidance on this testing and the appropriate paperwork is summarised in Supplement 2 to this Handbook and is on the NPPL web site at www.nationalprivatepilotslicence.co.uk.

National Ratings

In JAA licences a separate page exists for the revalidation of National Ratings such as the IMC rating. In an EASA licence, the only 'National' rating that can be included is the IMC Rating which is to be recorded as the 'IR (Restricted)'. Any other National Ratings will only appear in the appropriate UK National licence.

Type, Class and Instrument rating entries

The format of entries to be written on the Certificate of Revalidation will commonly fall into one of the 3 categories described below. In each case the entry must indicate the Licence Endorsement Type or Class as shown in Section XII of the licence.

- **For Multi Pilot Aeroplanes and Helicopters (MPA/MPH).** A single line entry shall indicate the correct Part-FCL Type endorsement. The single line entry will also show the addition of "/IR". There is no requirement to include the simulator approval number where a FFS has been used for the revalidation:

Example: ***B737 300-800/IR*** or ***SK61/IR***

- **For Single Pilot High Performance Complex Aeroplanes (SP HPCA).** A single line entry shall indicate the correct Part-FCL Type endorsement. The single line entry will also show the addition of "/IR" and whether the privileges are granted for single pilot operations "/SP" or for multi-pilot operations "/MP" or for both single and multi-pilot operations "SP/MP".

Example: ***C525/IR/SP*** or ***C525/IR/MP*** or ***C525/IR/SP/MP***

- **Where revalidation takes place in a Single Pilot Aeroplane that *is not* a high performance complex aeroplane (ie SP non-HPCA), and that aeroplane is operated only in the multi pilot role. If that Type is defined as a Single Pilot Aeroplane a single line entry shall be made:**

Example: ***DHC6/IR/MP***

This signifies that the type rating is revalidated with IR privileges (specific to that type only) in the multi-pilot role only.

- **Where the revalidation is conducted in a Single Pilot Aeroplane that is in a ME class, and that aeroplane is operated only in the multi pilot role.** The Class rating and the IR (if required) shall form 2 separate entries on the Certificate of Revalidation.

A first line shall indicate the correct Part-FCL Class endorsement:

Example: ***MEP(Sea)*** or ***MEP(Land)***

A second line for the IR(SPA) is required whether or not the IR was flown as a standalone test or a combined Class revalidation with an IR.

Example: ***IR-MP-ME class***

- **Where the revalidation is conducted in a Single Pilot Aeroplane that is SP non-HPCA and the pilot operates the aeroplane as single pilot.** The Class/Type rating and the IR (if required) shall form 2 separate entries on the Certificate of Revalidation.

A first line shall indicate the correct Part-FCL Type/Class endorsement:

Example: ***MEP(Land)*** or ***BN2T*** or ***SEP(Land)***

A second line for the IR(SPA) is required whether or not the IR was flown as a standalone test or a combined Type/Class revalidation with an IR.

Example: There are 3 possible entries for the IR-SPA:

IR-SP-ME class/SE or IR-SP-nonHPCA or IR-SP-SE

depending on whether the revalidation was conducted on an aeroplane in an ME class, an ME non-HPCA type or a SE class/type.

Also:

- The licence rating page will indicate if the IR is restricted to SE only. Obviously, such a rating may **only** be revalidated as IR-SP/SE.
- An IR-SP with no restriction **may** be revalidated in a SE aeroplane but in that case its privileges must then be restricted to SE only by the examiner making the entry IR-SP-SE.
- Where an IR is revalidated under the cross-crediting arrangements laid down in Appendix 8 to Part-FCL it may be necessary to record separate entries with different validity dates for the IR-SP-SE and IR-SP-NON-HPCA due to the differing cross-crediting requirements.

Flight Instructor Certificate Revalidation entries

The Section XII of the individual's licence will indicate the instructor certificate held and whether this is restricted to SE or ME aeroplanes. For example:

FI(A) SP SE and ME (A) indicates that the FI is rated on both SE and ME aeroplanes.
 CRI(A) SP SE (A) indicates that the CRI is rated on SE aeroplanes only.

Entries on the Certificate of Revalidation for revalidation or renewal of an instructor certificate need only state FI(A) or CRI(A) as Section XII shows the limitations on the rating.

Licences from other EASA Member States

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

Rating/Certificate Expiry Dates

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

Event	Expiry Date	Notes
Initial Issue		
Renewal	Test date extended to the end of the month plus rating validity period. eg: MEP Test Date 23/10/2013 Expiry Date 31/10/2014	Initial issue of ratings and certificates, or renewal of ratings and certificates that have been moved to back of licence as ratings previously held may only be entered in the licence by the CAA.
Revalidation *	Current expiry date extended to the end of the month plus rating validity period	If carried out in the laid down period before expiry.

* Note: If revalidation is carried out early, prior to the laid down period before expiry, the new expiry

Summary

Points to note are:

- MPA and SP HPCA entry is made using only one line.
- All SPA operated in the multi-pilot role only will receive type specific IR privileges only - no SPA cascade
- SPA (but not SP HPCA), flown single pilot and with an IR will require a two-line entry.
- SPA IR revalidations iaw cross-crediting rules in Appendix 8 to Part-FCL may require 2 separate entries.
- There is no need to annotate the simulator code where revalidation was conducted in a synthetic training device.
- Old forms should be removed from a JAA licence once all of the ratings they contain have been revalidated or renewed on the Form FCL 150CJAR.

APPENDIX 11 – Fitness of Character Policy Framework

1 Rationale for Policy Framework

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

2 Policy Framework

2.1 The CAA must be satisfied that all individuals and post holders who are licensed by us demonstrate the following behaviours:

- Trustworthiness – the ability to be relied on as honest and truthful
- Propensity to obey rules – demonstrably being consistent in applying the rules, in spirit and letter.

2.2 When considering these behaviours, the CAA will take into account the overriding need to:

- Protect the general public;
- Maintain public confidence in the individual and post holder privileges that we licence;
- Maintain public confidence in the CAA's own decision-making process.

2.3 Specific information that may call into question fitness of character includes, but is not limited to, the following:

- Criminal convictions or civil sanctions. Anyone convicted of an aviation related offence or dishonesty offence is unlikely to be regarded as having fitness of character. Convictions for unrelated offences may be relevant when considering propensity to obey rules.
- Falsification of records.
- Providing false information.
- Previous licensing or enforcement action has been undertaken.
- Dishonest behaviour.

2.4 This fitness of character policy sits alongside any competence or skills and medical fitness requirements that must be demonstrated by individuals and post holders in order to be licensed by the CAA.

2.5 In dealing with a fitness of character decision, the CAA will clearly and consistently review individual behaviours using the information available to us.

2.6 In reaching a decision we will consider all potential outcomes ranging from taking no action to proposing to revoke a privilege or licence. Taking no action is as critical a decision as taking formal action. We will record and be able to explain subsequently our reasons for making, or not making, a decision.

APPENDIX 12 - THE EU GENERAL DATA PROTECTION REGULATION RESPONSIBILITIES OF EXAMINERS.

1. Responsibilities of Examiners

1.1 A16.1 The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directives 95/46/EC.

1.2 As an examiner carrying out skill tests, proficiency checks or assessments of competence on behalf of the CAA it is important that you understand the provisions of the Regulation and safeguard personal data that you collect during testing accordingly. Central to the Regulation are the 6 principles of data protection:

2. Personal data

2.1 Personal data shall be:

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

3. Data Breaches

- 3.1 Any loss of information or equipment containing personal data handled and/or processed on behalf of the CAA, including by CAA employees, agency staff and contractors, no matter how small, must be reported to the External Response Team immediately so that any potential risk can be mitigated. Unauthorised access to personal data is also considered as a data breach. Anyone discovering or suspecting a breach (loss of personal data, theft, wrongful disclosure or unauthorised access) in relation to personal information handled by or on behalf of the CAA must report the incident to the ERT immediately using the Personal Data Breach Notification Form having discovered or suspected the breach.

4. Records

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

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

SUPPLEMENT 1 – NATIONAL LICENCES AND RATINGS

1. Introduction

- 1.1. The EASA Aircrew Regulation, came into force on 8 April 2012. The UK is implementing the Annexes to the Regulation, including Part-FCL, Part-MED, Part-ORA and Part-ARA on 17 September 2012. As noted previously, the Regulation allows for the phased introduction of some parts of the Annexes by means of derogations. In addition, the Regulation does not cover non-EASA aircraft (those listed in Annex II to Regulation (EC) 216/2008). Consequently, UK-issued national licences will continue to be valid for non-EASA aircraft and the issue of professional national licences will be reintroduced from 17 September 2012.

2. Licences

- 2.1. **PPL, CPL, ATPL (A) and (H).** Nationally issued PPL, CPL and ATPL will continue to be valid when flying EASA aircraft for a limited period as described in Supplement 1. Existing licences will be valid as stated on the licence. New licences will be valid indefinitely. Nationally issued licences continue to be valid when flying non-EASA aircraft. From 17 September 2012, training courses for the issue of these licences are in accordance with Part-FCL.
- 2.2. **NPPL.** The NPPL(A) will continue to be valid when flying EASA aeroplanes until 8 April 2015. The NPPL(A) will continue to be valid when flying non-EASA aeroplanes thereafter. The NPPL(H) has been introduced to cater for those wishing to fly non-EASA helicopters. Training courses for these licences are in accordance with CAP804.

3. Ratings

- 3.1. **EASA Equivalent Ratings.** Type and class ratings for which there is a direct EASA equivalent, such as SEP & MEP, have the same initial issue, revalidation and renewal requirements as Part-FCL ratings. There is no provision for an Aerobatic Rating in UK law.
- 3.2. **NPPL Ratings.** NPPL ratings, such as SSEA, SLMG, will continue to be issued, revalidated and renewed under the present National requirements described in CAP804. These ratings will not be valid for flight in EASA aircraft from 8 April 2015.

4. Instructors

- 4.1. **Instructor Ratings.** National FI, CRI and IRI ratings for aeroplanes and helicopters is administered in the same way as the equivalent Part-FCL ratings. Holders of National FI, CRI and IRI ratings **cannot** train for the issue or renewal of Part-FCL licences and ratings.

5. Examiners

- 5.1. Examiner certificates may be issued nationally and are administered in the same way as the equivalent Part-FCL examiner certificate. Holders of National examiner certificates **cannot** test for the issue, revalidation or renewal of Part-FCL licences and ratings.

6. Miscellaneous Information

- 6.1. **Who Can Test.** With the exception of skill tests for microlight privileges, examiners carrying out skill tests for the issue of National licences and ratings may test applicants to whom they have given instruction for the qualification applied for. This is not regarded as best aviation practice however, and where possible the services of another examiner should be sought.
- 6.2. **Airworthiness Requirements.** For remunerated tests and checks, aircraft holding a valid UK CAA Certificate of Airworthiness must be maintained to a recognised and accepted maintenance standard that meets the requirements of the ANO regarding aerial work and should hold a Certificate of Maintenance Review. Examiners must ensure that any test aircraft meets these airworthiness provisions. Group or privately owned aircraft that are maintained to private standards under a UK CAA Certificate of Airworthiness may only be used for remunerated checking/testing under very specific conditions and must meet the maintenance requirements laid down in General Exemptions ORS4-899 and ORS4-898 or their replacements before being used for a one-off test if the examiner is to be paid for his services. A similar exemption, ORS4-860 covers aerial work in jointly owned aircraft with a National Permit to Fly. Exemptions ORS4-896 and ORS4-912 allow remunerated training and testing for the grant of microlight aeroplane and SLMG ratings and licences.

7. Test/Check Formats

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

TABLE	LICENCE AND RATING TEST AND CHECKS
N1 A	NPPL SSEA, SLMG and Microlight Skill Test
N1 H	NPPL Helicopter Skill Test
N2	NPPL SSEA, SLMG & Microlight Class Rating Issue, Revalidation & Renewal
N2	NPPL Helicopter Type Rating Issue, Revalidation & Renewal
N3	IMC Rating Issue & Renewal

Table N1 A	National Private Pilots Licence SSEA, SLMG & Microlight
EASA reference:	None – National Licence only
National reference:	ANO Schedule 7, CAP804, NPPL Web Site www.nationalprivatepilotslicence.co.uk
Who can test:	FE(LAPL), FE(PPL), FE(CPL)
Forms used:	Test forms are available on NPPL web site
Test Requirements	General Skill Test (GST) and Navigation Skill Test (NST) content is in accordance with the test forms and with the appropriate syllabus, also available on the NPPL web site. NST not required for microlight aeroplanes.
Form guidance:	<ul style="list-style-type: none"> • Copies of completed GST and NST forms should be provided to the applicant for forwarding with his licence application. • Microlight GST form is contained within licence/rating application form. • GST and NST forms should be retained by examiners within the provisions of the Data Protection Act. • Countersign applicant's logbook PIC under supervision following a successful test. Unsuccessful flight is logged as Pu/t.
Notes	<ul style="list-style-type: none"> • FEs qualified to test for the issue of a SSEA, SLMG or Microlight licence should ensure that they are familiar with the GST and NST test schedules which are quite different from the requirements for the Part-FCL LAPL and PPL Skills Tests.

Table N1 H	National Private Pilots Licence Helicopter
EASA reference:	Part-FCL Subpart B, AMC2 FCL.125
National reference:	ANO Schedule 7, CAP804, NPPL Web Site www.nationalprivatepilotslicence.co.uk
Who can test:	FE(LAPL), FE(PPL), FE(CPL)
Forms used:	Test forms will be available on NPPL web site.
Test Requirements	Test format is iaw AMC2 FCL.125 and Form SRG1172
Form guidance:	<ul style="list-style-type: none"> • TBN
Notes	<ul style="list-style-type: none"> • NPPL(H) can be issued to holders of a Part-FCL LAPL(H) or to applicants who have met the requirements for the issue of a LAPL(H). • Rating issue, revalidation and renewal is iaw EASA Tables 7A and 7B.

Table N2 A	SSEA, SLMG and Microlight Rating Issue
EASA reference:	None – National Ratings only
National reference:	ANO Schedule 7, CAP804, NPPL Web Site www.nationalprivatepilotslicence.co.uk
Who can test:	FE (LAPL), FE(PPL), FE(CPL)
Forms used:	For ratings to be added to a UK ATPL(A), CPL(A), PPL(A) use form SRG1119 For ratings to be added to a NPPL use the forms available on the NPPL web site
Test Requirements	<ul style="list-style-type: none"> • General Skill Test (GST) content is in accordance with the test forms and with the appropriate syllabus, also available on the NPPL web site.
Form guidance:	<ul style="list-style-type: none"> • NPPL – GST form to be forwarded with initial rating application. • Other – SRG1119 to be forwarded to L&TS • No entry to be made in applicant's licence. • Countersign applicant's logbook PIC under supervision following a successful test.
Notes	<ul style="list-style-type: none"> • SSEA, SLMG and Microlight ratings can be included in an NPPL or a UK National PPL, CPL or ATPL but not in a Part-FCL licence. • CAP 804 Part 1, Section 5, Part A, Subpart 2 states that full UK-issued Part-FCL or National licence holders with a current SEP rating (ie PPL, CPL, ATPL) may still fly microlight aeroplanes without the appropriate rating in their licence if they have undertaken appropriate differences training (recorded in their logbook and signed by an instructor).

Table N2 B	SSEA, SLMG and Microlight Rating Revalidation/Renewal
JAR reference:	None – National Ratings only
National reference:	ANO Schedule 7, CAP804, NPPL Web Site www.nationalprivatepilotslicence.co.uk
Who can test:	FE(LAPL), FE(PPL), FE(CPL) Revalidation examiners may sign Certificates of Experience for any class unless their examiner authorisation limits them to a specific class/classes.
Forms used:	None
Test Requirements	<ul style="list-style-type: none"> • Revalidation and renewal requirements vary depending on the licence held. • General Skill Test (GST) content is in accordance with the test forms and with the appropriate syllabus, available on the NPPL web site. • For renewal of ratings lapsed by more than 5 years, the applicant is to undergo refresher training determined by an FI qualified to instruct for that rating.
Form guidance:	<ul style="list-style-type: none"> • For renewal and revalidation no form is required – just a licence (or logbook for UK PPL Microlight only) entry. • Countersign applicant's logbook PIC under supervision following a successful flight test.
Notes	<p>Like EASA ratings, these ratings have a 24 month validity period and can be revalidated by experience or flight test. However some differences are important:</p> <ul style="list-style-type: none"> • Experience requirements differ from EASA SEP/TMG requirements. • Ratings can be revalidated by GST at any time during their 24 month validity, giving a further 24 months' validity after the original expiry date. However, revalidation by experience can only take place during the last 12 months of the rating's validity due to the requirement for 6 hours flying in the 12 months before the end of the validity period. • Holders of UK licences other than NPPL with Microlight ratings issued before 1 Feb 08 can elect to retain a 13 month validity period and revalidate under the 'old rules'.

Table N3 A	IMC RATING (IR (RESTRICTED))
JAR reference:	NB: This is a NATIONAL RATING ONLY, NOT VALID OUTSIDE THE UK
National reference:	Standards Document 25, CAP 804 Part II E
Who can test:	FE(PPL), FE(CPL), CRE(IRR), IRE
Form used:	SRG1125, SRG1176
Test format:	See CAP 804 Part II E. Flight duration approximately 1.5 hours. Note: Use of a visor or goggles is allowable in place of screening. <ul style="list-style-type: none"> • Full Panel: S&L, turns, climbing & descending (inc turns) (may be assessed during the radio aids and let-down phases of the flight), UA recoveries. • Limited Panel: S&L, turns, climbing & descending, UA recoveries. • Radio Aids: fixing, tracking for 10 mins. • Let Down & Approach: Pilot interpreted approach to DA/H or MDA/H at an airfield, go around and missed approach. • Bad Weather Circuit. • Asymmetric (ME only): engine fail in climb, identification and drills, climbing and level turns.
Form guidance:	<ul style="list-style-type: none"> • Test detail not required – pass / fail signature only. • Retain copy of SRG1176 for 5 years. • Countersign applicant's logbook PIC under supervision after a successful test.
Notes:	<p>Test Series: Test may be completed in more than one flight but no more than 3 and must be completed in a period of 28 days. No partials – pass or fail.</p> <p>Limited Panel: If the main part of the test is to be flown in an aeroplane not fitted with a turn indicator or coordinator then a separate test flight must be made in an aeroplane or Part-ORA qualified FNPT1/2 so equipped in order to cover the limited panel requirements as above.</p>
Revalidation:	Valid for 25 months.

Table N3 B	IMC REVALIDATION
EASA reference:	NB: This is a NATIONAL RATING ONLY, NOT VALID OUTSIDE THE UK
National reference:	Standards Document 25, CAP 804 Part II E
Who can test:	FE(PPL), FE(CPL), CRE(IRR), IRE,
Form used:	Certificate of Revalidation, SRG1176 Note this form is being amended to cater for the revised requirements to notify the CAA of IMC revalidation and renewal
Test format:	See CAP 804 Part II E. Can be combined with an LPC flight check. Note: Use of a visor or goggles is allowable in place of screening. <ul style="list-style-type: none"> • Limited Panel: S&L, turns, climbing & descending, UA recoveries. • Let Down & Approach: Pilot interpreted approach at an airfield to DA/H or MDA/H, go around and missed approach. • Bad Weather circuit. • Asymmetric (first ME test only): engine fail in climb, identification and drills, climbing and level turns. <p>In addition either: Show log book evidence of a successful let down, go around and missed approach (of a different type to that selected for the test) flown with an IRI or FI with applied IF privileges during the validation period. or: Carry out a second approach procedure using different aids on the test flight.</p>
Form guidance:	<ul style="list-style-type: none"> • Retain copy of SRG1176 for 5 years. • Sign Certificate of Revalidation page in JAA or UK CAA licences for IMC Rating. Sign Certificate of Revalidation in Section XII of Part-FCL licence for IR(Restricted). • Countersign applicant's logbook PIC under supervision after a successful test.
Notes:	<p>ST/PC Sect 3: An IMC rating revalidation profile does not meet the requirements of Section 3 of a rating Proficiency Check (PC) or Skills Test (ST).</p> <p>Test Series: Test may be completed in more than one flight but no more than 3 and must be completed in a period of 28 days. No partials - pass or fail.</p> <p>Limited Panel: If the main part of the test is to be flown in an aeroplane not fitted with a turn indicator or coordinator then a separate test flight must be made in an aeroplane or CS-FSTD qualified FNPT1/2 so equipped in order to cover the limited panel requirements as above.</p> <p>Expired rating: If the rating has expired by more than 5 years then training at CFI's discretion is required plus a full initial IMC Rating test. Logbook and Form SRG1125 must be sent to L&TS.</p>

