Instructions and procedures for Examiners:

Licence Skill Tests and Licence Proficiency Checks for Multi-Pilot Aeroplanes.
FOREWARD

These requirements have been published as instructions and procedures for pilot examiners for the State of Mauritius and they complement the Mauritius Flight Crew Licensing Requirements (MFCL), Issue 3 dated 04th March 2015. This document is applicable to multi-pilot aeroplanes only.

If there is insufficient guidance information within this document, please refer to the UK CAA CAP 804 for further explanatory information.

The document has been issued by the Authority pursuant to Regulation 135 of the Civil Aviation Regulations 2007 and is effective from 22nd May 2015 and replaces Guidance for Examiners dated May 2013 Version 1.3. This new instructions and Procedures has been completely been revised in line with the MCAR-FCL requirements.

Compliance with these instructions and procedures is mandatory to all examiners. Failure to comply with these requirements may result in regulatory action being taken, such as the suspension or revocation of an examiner certificate. Any queries should be addressed to the Flight Operations Department of the Department of Civil Aviation.

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Ag Director of Civil Aviation
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FOREWARD

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1. Amendment Summary

This document has been completely revised in line with ICAO Annex 1 Approved Training Organisation requirements, the new DCA Mauritius Flight Crew Licencing Requirements (MFCL) and the Mauritius Air Operator Certifications Requirements (MCAR-AOCRs).

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<td>22 May 2015</td>
<td>Captain Fox</td>
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2. Introduction

The Department of Civil Aviation (DCA) issues flight crew licences and ratings in accordance with the Civil Aviation Regulations, the detailed requirements for issue of flight crew licenses are contained in the MFCL. The DCA must be satisfied that applicants for licences and ratings are qualified, by reason of knowledge, experience, competence, skill, physical and mental fitness to act in the capacity to which the license relates. The DCA will therefore authorize suitably experienced and qualified pilots as examiners to conduct tests and checks. Continued examine authorization is subject adherence with the instructions and procedures and guidance detailed in this document.

An authorized examiner will have a written authorization from the DCA detailing the privileges that he may exercise. The examiner should be aware that when he is conducting tests and checks for the issue, revalidation or renewal of licenses or ratings he is acting on behalf of the DCA. Authorized examiners may also conduct other tests and checks within their own

Assessment of the suitability of individuals as authorized examiners will normally be carried out by an inspector from the following the application process detailed in this document. Individuals authorized by the DCA as ‘Senior Examiners’ may in some circumstances conduct checks for the revalidation of existing examiner certificates. Whenever a Senior Examiner is authorized to conduct a test or check for the revalidation or renewal of an examiners authority he will be in possession of a specific written authorization from the DCA which will detail on who he may conduct a check, on what date, using what equipment and at what location.

The instructions and procedures in this document supersedes any previously published DCA policy (training notices, letters etc.). Further advice on the conduct of skill tests and proficiency checks maybe obtained from the DCA Flight Operations Inspector. (email: Mauritius-fltops@govmu.org).
2. Definitions

**Examiner Assessment of Competence (EAoC):** A check conducted to assess the suitability of a candidate for the issue, revalidation or renewal of an instructor or examiner certificate.

**LPC/Licence: Proficiency Check:** A check conducted for the revalidation or renewal of a type rating.

**LST/Licence Skill Test:** A test conducted for the initial issue of a type/class rating.

**OPC/Operators Proficiency Check:** A check conducted by a public transport operator to confirm the competence of a pilot to perform his duties in instrument flight conditions while executing emergency manoeuvres and procedures in flight, including the use of the instruments and equipment provided in the aircraft.

**Proficiency Check:** A demonstration of skill to revalidate or renew a rating.

**Renewal:** The administrative action taken after a rating or certificate has lapsed that reinstates the privileges of that rating or approval for a further period consequent on the fulfillment of specified requirements. A type rating must be renewed in accordance with MFCL, sub Part H. Any training required must be completed at an ATO and prior to any proficiency check.

**Revalidation:** The administrative action taken within the period of validity of a rating or certificate that allows the holder to continue to exercise the privileges of that rating or certificate for a further specified period consequent on the fulfilment of specified requirements.

**Senior Examiner:** An Examiner who may be authorised by the DCA to conduct checks for the revalidation of Examiner’s certificate or other specific tasks. A Senior Examiner may only conduct assessments of competence on types for which they hold an examiner certificate in the appropriate category.

**SFE:** Synthetic Flight Examiner.
SFI: Synthetic Flight Instructor.

Skill Test: A demonstration of skill for licence or rating issue.

TRE: Type Rating Examiner (for multi-pilot or high performance single pilot types).

TRI: Type Rating Instructor.
3. **Examiner Certifications**

3.1 **Prerequisites for Examiner Certification.**

Applicants for examiner certificate will be required to satisfy the following requirements before being considered by the DCA for certification as an examiner:

- Have relevant knowledge, background and appropriate experience related to the privileges of an examiner.
- Not had his licence suspended, limited or revoked during the three years preceding the nomination.
- Not have been subject to the application of any sanctions for non-compliance with DCA requirements during the three years preceding the nomination.
- Hold or; have held (SFE only) a licence and rating granting privileges at least equal to the licence or rating for which he is applying to conduct tests and checks.
- Hold a current instructor certificate (TRI/SFI) for the licence or rating for which he is applying to conduct tests and checks.
- Has completed at least 50 hours of flight instruction as TRI/SFI in the applicable type, or FSTD representing that type.
- Be qualified to act as pilot in command of the relevant aircraft during a test or check.
- Have a minimum of flight time as follows:
  - For TRE (multi-pilot aeroplanes) 1500 hours flight time on multi-pilot aeroplanes including 500 hours PIC.
  - For SFE at least 1500 hours flight time as pilot on multi-pilot aeroplanes.
- TREs shall hold a valid class 1 medical certificate.

Detailed requirements for instructors and examiners can be found in MFCL. The references for the requirements are detailed in the table overleaf:
Nominees who meet the requirements above and are considered acceptable by the DCA will then be required to complete a training and standardization course and then complete an EAoC conducted by a DCA inspector.

In order to ensure standardization and a sufficient exposure of examiners to testing and checking the DCA will only authorise a limited number of examiners for any organization. Operators may make representations to the DCA about what they consider a reasonable number to meet their business needs but the final decision whether to accept any nomination rests with the DCA.

**Nominees holding examiner certificates issued by other states**

Nominees who hold an examiner certificate issued by another ICAO contracting state may, at the discretion of the DCA, be allowed to complete an abbreviated training and standardization course. Such a concession will depend on a comparison of the training and standardization previously undertaken by the nominee and the Mauritian requirements. However the nominee will still be required to complete an EAoC with a DCA inspector.
3.2. Authorisation- On More than One Type

A Type Rating Examiner (TRE) nominated by a public transport operator may be authorised as an examiner on no more than two aircraft types in accordance with MFCL, provided that he meets all of the requirements for each type.

An examiner nominated by an organisation other than a public transport operator may hold multiple certificates, provided that he meets all of the requirements for each type.

3.3. Examiner Privileges

<table>
<thead>
<tr>
<th>Privileges</th>
<th>TRE</th>
<th>SFE</th>
</tr>
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<tbody>
<tr>
<td>Skills tests for the initial issue of type ratings</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Proficiency checks for the revalidation or renewal of type ratings</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Proficiency checks for the revalidation or renewal of IR (current IR)</td>
<td>Yes</td>
<td>Yes (current LPC)</td>
</tr>
<tr>
<td>Skills test for the issue of an ATPL</td>
<td>Yes</td>
<td>Yes</td>
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3.4. Examiner certification and license entries

An examiner’s license certificate will detail the examiner privileges on specified aircraft type.

Senior Examiner

Examiner’s certificates will specify whether an individual is authorised to conduct checks in aircraft, simulators or both. Extension of privileges to aircraft or simulator will require an application to the DCA. An aircraft certificate will stipulate whether an examiner is qualified to conduct asymmetric testing in flight. Certificates permitting asymmetric testing in flight will be issued only if the nominating organisation can demonstrate that it would not be possible to conduct such testing in a simulator.
Certified examiners may also be authorised to perform checks on behalf of the operator that nominated them, for example to conduct proficiency checks. Such authorisations will be detailed in the operator’s operations manual.

*Note:* The examiner certificate will stipulate whether the examiner may undertake tests/check in a simulator and/or aircraft.

### 3.5. Medical Requirements

An examiner must hold a current class 1 medical certificate to exercise the privileges of his examiner’s certificate.

*Note:* A TRI or TRE who does not hold a current medical certificate may apply for approval as Synthetic Flight Instructor (SFI) or Synthetic Flight Examiner (SFE) as appropriate, this would allow him to instruct and/or examine in simulators, when so authorized by the DCA. Issue of a new certificate would be subject to administrative action only. The validity period of such a certificate would be the same as the TRI/TRE rating/authorization.

*Note:* The DCA must be notified immediately of any change to medical status.

### 3.6. Examiner Responsibilities

A certified examiner is expected to act as a role model to other pilots and to operate to the highest standards of professionalism and safety at all times. He is required to ensure that tests and checks for license or rating issue, revalidation or renewal are conducted in accordance with the regulatory requirements and in accordance with the standards detailed in this document. He is responsible for raising the standards of awareness and performance of crew under check and for providing feedback to the operator on crew performance. Examiners are not permitted to conduct a LST on a crew member for whom they have provided instruction for the purpose of issuing of a rating or license; or if he has recommended the candidate for the skills test (MFCL 1005). Examiner shall not conduct skills tests, proficiency checks or Assessments of Competence when the objectivity may be affected.

**Records of checks conducted**

Examiners should maintain a record of all tests/checks conducted for...
a minimum of five years. This record should include the date of the check, type of check conducted, name and licence number of candidates,

details of the aircraft or simulator used and confirmation that the licence was signed. This record may be subject to examination by the DCA.

Individual examiners may consider it prudent to maintain contemporaneous notes of the checks conducted in case of any complaint or investigation by candidates, an operator or the DCA.

3.7. Examiner Training and Certification Process

An organization intending to nominate an individual for an examiner certificate will ensure that the nominee meets all of the requirements of section 3.1 and those detailed in MFCL (see 4.1) as referenced in table and then advise the DCA (DCA-PEL-10) in writing of the nomination. The DCA may require the nominee to produce documentation (for example personal log books) in order to verify the experience and qualification claimed. Subject to acceptance by the DCA the nominee will then complete the following:

• A training and standardization course (conducted by the DCA or a ATO apprpriately apprved by the DCA.
• A number of skill tests/proficiency checks under supervision
• Prior to undertaking an E AoC the nominee must be assessed as meeting the standard and ready for an EAoC.
• An Examiners Assessment of Competence (EAoC).

Nomination as examiner on additional types.

An individual who is already a certified examiner on one aircraft type and who has been nominated for certification on another type will not have to repeat the training and standardization course, but will be required to comply with the requirements of section 4.1 and complete a number of tests/proficiency checks under supervision before undergoing an EAoC on the new type. The DCA may authorized an ATO to complete the ‘Examiner and standardization course’ in line with their ATO approval.
Training and standardization course.

Nominees will attend a training and standardization course conducted by the DCA, or by another organisation on behalf of the DCA. The course will cover the following subjects:

- Review of legislation, regulatory requirements and terminology including Civil Aviation Regulations and MFCL.
- Aeronautical Information Publications.
- ICAO Annex 1, Part FCL
- ICAO Annex 6, AOCRs
- ICAO Doc 9432 Manual. Of Radiotelephony
- ICAO Doc 8168 (PANS-OPS).
- The role of the DCA and certified examiners.
- Requirements for training, testing and checking.
- Conduct of skills tests/proficiency checks and the contents of this document.
- Use of synthetic training devices including the simulator approval process (if applicable).
- DCA administrative requirements.

Detailed requirements are specified in MFCL.1015, AMCI MFCL.1015, AMC2 MFCL.1015 and GM1 MFCL.1015.

The nominee will be expected to demonstrate a good understanding of all the subjects covered by the end of this course. Pre-course study material will be made available to assist the nominee in preparing for the course. A charge may be made for the training and standardization course in accordance with the DCA scheme of charges.
**Skill tests/proficiency checks under supervision**

Having satisfactorily completed the required training and standardisation course the nominee will be required to conduct a number of skill tests or proficiency checks (not less than detailed in MFCL.1015) under the supervision of a qualified examiner. The number of such checks to be conducted will depend on the nominee’s previous experience and a minimum number should be agreed with the DCA in advance.

During each of these checks the supervising examiner should provide guidance and feedback to the nominee. A record should be kept. When the nominee has completed at least the agreed number of checks, and the nominating organisation is confident that the nominee has achieved the required standard then arrangements may be made for an EAoC.

**Examiner Assessment of Competence (EAoC)**

The DCA must be given a minimum of four weeks notice of a proposed EAoC. It will be the nominating organization’s responsibility to make all the practical arrangements for the EAoC. This will include provision of appropriate aircraft or simulator, appropriately qualified crew and (if required) travel arrangements for the DCA inspector. No guarantee can be made that an inspector will be available on the proposed date and thus it is advisable to give as much notice as possible and to provide a choice of possible dates. A charge will be made for the conduct of an EAoC in accordance with the DCA scheme of charges.

**Format of the EAoC**

The objective of the EAoC is to allow a nominee to demonstrate that he has the knowledge, skills and experience to exercise the privileges of an examiner’s certificate. Holding an instructor certificate is a prerequisite for an examiner certificate so the nominee will be required to demonstrate competence as an instructor and have a valid instructors certificate.

The EAoC will consist of an observation of the nominee conducting a licence skills test or proficiency check (LPC) a standalone OPC is not acceptable. The crew under check must be representative and the observed detail must include an element of training. The test or
check should be conducted in accordance with the nominating organization’s operating procedures and, if applicable, according to their published training/checking syllabus. If the observed test/check is planned to take place during more than one detail then it will not normally be necessary for the Inspector to observe all details provided that the observed detail includes a minimum of five mandatory items including two or more engine-inoperative items. The nominee will be expected to plan the detail accordingly. In some circumstances the DCA inspector may require the nominee to vary some elements of the planned check, or to include particular items.

**Conduct of the EAoC**

The DCA inspector will brief the nominee explaining the purpose and content of the test. He will check the nominees licence, including type rating, instructor’s certificate, and cer and medical validity and confirm the details of the check/test to be observed.

The inspector will introduce himself to the crew under check and explain the reason for his presence. The inspector will then observe the conduct of the detail without intervention.

The observed detail should be conducted according to the requirements of section 5.

- Conducts the briefing, check and debriefing according to the requirements of section 5 of this document;
- Demonstrates a sound knowledge of regulatory requirements and the contents of this document;
- Accurately observes the crew’s performance and takes appropriate notes;
- Correctly assesses the crew performance according to the criteria detailed in sections 5.7 and 5.8;
- Demonstrates his competence as an instructor;
- Demonstrates his ability to assess the crew’s non-technical skills according to the company approved behavioral marker system.
**Note:** There should be a strong emphasis on Health and Safety at each stage during the training. Knowledge of escape procedures is vital, this too will be assessed.

Once the detail is complete, and before the nominee examiner commences his debriefing of the crew or advises them of the result of the test/check, the crew will be asked to retire. The nominee examiner will then be given a short period of time to prepare his debrief and will be asked to give the inspector a summary of his assessment. If the nominee’s assessment of the crew’s performance is significantly different to the inspector’s the result will be discussed and the required standard explained to the nominee. Providing the inspector is satisfied that the correct standards will be applied the nominee will debrief the crew.

The inspector will then observe the nominee examiner debriefing the crew. Once this is complete the crew may be dismissed. After completion of the debrief the nominee will have an oral check of his knowledge of this document and of the regulatory requirements and privileges of the certificate for which he has been nominated. The inspector will then check that DCA forms and simulator/aircraft records have been completed correctly.

The inspector will advise the nominee of the result of the test and debrief any appropriate learning points.

The nominee will not be certified as an examiner if any part of the assessment was unsatisfactory. In this situation the nominee will be required to undertake further training before attempting another EAoC.

**Completion of paper- work**

A nominee examiner will be authorised to conduct tests or checks only when he has received a certificate from the DCA. The DCA Inspector will provide this certificate at the debrief, thus permitting the nominee examiner to sign the certificate of revalidation/rating application for the crew under check on his EAoC.
Should the nominee examiner fail to reach the standard required he will be unable to sign the certificate of revalidation/rating application for the crew under check. If the inspector conducting the EAoC is authorised as examiner on the aircraft type involved then he may sign the certificate of revalidation/rating application. If the inspector is not so authorised then an additional authorised examiner should be present for the check. This second examiner will then sign the certificate of revalidation/rating application for the crew.

3.8. Recency Requirements

To retain privileges of an examiner’s authority the examiner must conduct at least 2 Skills tests, proficiency checks or AoC during each and every 12 month period (MFCL. 1015).

An examiner who has not maintained the required recency is required to undergo refresher training and to complete at least one test/check under the supervision of a Senior Examiner or the DCA before exercising the privileges of his authority. A record of any such observed detail should be kept and made available for inspection by the DCA on request.

3.9. Revalidation Procedure

An examiner’s certificate will be valid for not more than 3 years. Thereafter revalidation will be at discretion of the DCA and subject to the following.

- The examiner must have satisfied the recency requirements of paragraph 4.8;
- Continue to meet the ‘Prerequisites For Examiner Certification’ (4.1)
- The examiner shall have attended an examiner refresher seminar provided by the DCA or an approved ATO;
- The examiner must complete an EAoC during the last 12 months of the validity period of his authority. The format and administration of this check will be as for the EAoC described in section 4.7.
- At the discretion of the DCA a Senior Examiner may be authorised to conduct an EAoC for revalidation of an existing...
examiner certificate, but in any case the same application procedure must be followed giving a minimum of four weeks’ notice.

Note that the periodicity of the examiners certificate will be 3 years plus the remainder of the month from the previous expiry date if the EAoC is conducted within the last 12 months of the validity period.

**Examiners authorised on more than one type:**

With the following exception examiners who are authorised on more than one type will need to complete a separate EAoC for each type.

If an examiner holds a certificate on more than one Airbus ‘fly-by-wire’ type (A318/319/320/321, A330, A340) then an EAoC on one of these types will revalidate the certificate for all of these types.

**Completion of paper-work**

In the case of a successful revalidation the examiner will sign the certificate of revalidation/rating application for the crew under check (if applicable). In other cases if the Inspector/Senior Examiner conducting the EAoC is authorised as an examiner on the aircraft type involved then he may sign the certificate of revalidation/ rating application for the crew under check. If the inspector is not so authorised then the crew’s certificate of revalidation/ rating application cannot be completed and the crew will be required to undergo another skills test / proficiency check.

**3.10. Renewal Procedure**

If an examiner certificate has expired by three years or more the nominee will be required to comply with all the requirements of sections 4.1 and 4.7 above.

If the certificate has expired by less than 3 years then nominee may, at the discretion of the DCA, may be allowed to complete an abbreviated training and standardization course.

In either case the examiner must attend an examiner refresher seminar held by the DCA or an ATO as soon as practicable as agreed with the DCA.
3.11. Authorisation of Foreign Examiners

Where no qualified examiner is available, and at the discretion of the DCA, an examiner who does not meet all the requirements of section 4.1, but who holds a similar certificate issued by another ICAO contracting state may be issued a temporary examiner certificate by the DCA. Such examiners will be required to demonstrate an understanding of the contents of this document and will be observed conducting a check by a DCA inspector.

Operators should be aware that any such certificates will only be issued on a short-term basis. Where there is expected to be a continuing requirement for an examiner on a particular type operators should take steps to ensure that fully qualified individuals are nominated.
4. **Senior Examiner**

4.1. **Prerequisites**

Organizations that employ a large number of examiners may nominate suitable individuals as Senior Examiners. Nominees for appointment as Senior Examiner will be expected to have a minimum of 3 years experience as TRE/SFE immediately preceding the application to the DCA and produce a record of conducting a minim of 12 skills tests or proficiency checks.

In order to ensure standardization and a sufficient exposure of examiners to testing and checking the DCA will only authorise a very limited number of Senior Examiners for any organization. Operators may make representations to the DCA about what they consider a reasonable number to meet their business needs but the final decision whether to accept any nomination rests with the DCA.

The DCA will conduct an observation of a nominee conducting, as an examiner, a check or test prior to acceptance for the Senior Examiner’s course.

4.2. **Authorisation on More than One Type**

In order to improve standardization between fleets an organization that operates more than one type may find it advantageous to have Senior Examiners authorised for multiple types. However, Part FCL states that a Senior Examiner may only conduct EAOc for types which he holds an examiner certificate. Therefore, a current Senior Examiner may be certified as Senior Examiner on a second aircraft type provided that he is a current examiner and on both types.

4.3. **Senior Examiner Privileges**

A Senior Examiner may conduct checks for the revalidation or renewal of an existing examiner authority subject to receiving specific authorisation from the DCA on each occasion. Exceptionally, and at the sole discretion of the DCA, a Senior Examiner may be authorised to conduct other tests or checks. In such circumstances the Senior Examiner will receive a written approval from the DCA detailing the particular scope of the approval.

A Senior Examiner authorisation is not transferable to another nominating organisation.
4.4. **Senior Examiner Responsibilities**

A Senior Examiner will be responsible for the following:

- Conducting tests and checks as specifically authorised by the DCA.
- Ensuring that company tests/checks comply with regulatory requirements.
- Attending recurrent training/standardization events as required by the DCA.
- Developing and promoting consistent and, where appropriate, cross-fleet standards within his nominating organization.
- Ensuring the involvement of examiners in maintaining standards.
- Maintaining an expert knowledge of international standards by liaison with other operators, regulators and international organisations.
- Advising his nominating organisation and the DCA of innovations in pilot training, testing and of international standards.

Senior Examiners act only on behalf of the DCA when exercising the privileges of their certificate and operators should ensure that nominated individuals have sufficient independence from company management.

4.5. **Training and Certification Process**

Nominees whose nomination has been accepted by the DCA according to the process detailed in section 4.1 will follow the procedure detailed below prior to being authorised as Senior Examiner.
• Attend DCA Senior Examiner training course.
• Complete a ‘shadowing observation’.
• Complete an ‘observed EAoC’.

**Senior Examiner training course**

Nominees will attend a training course conducted by the DCA, or by another organisation on behalf of the DCA. Pre-course study material will be made available outlining the content of the course. Nominees will be expected to demonstrate an expert level of understanding of all subjects covered by the end of the course.

A charge may be made for this course in accordance with the DCA scheme of charges.

**Shadowing observation**

Following successful completion of the Senior Examiner training course the nominee will be required to observe a DCA inspector conducting an EAoC (shadowing observation).

**Observed EAoC**

The nominee will then conduct an EAoC observed by the DCA Inspector (observed EAoC). This EAoC must be conducted according to the guidance in section 3.6 above. Subject to the nominee conducting the EAoC to the satisfaction of the inspector he will then be authorised as Senior Examiner.

It will be the responsibility of the nominating organization to make all the practical arrangements for the shadowing observation and observed EAoC. This will include provision of appropriate aircraft or simulator, appropriately qualified crew and (if required) travel arrangements for the DCA inspector. A minimum of four weeks notice will be required. No guarantee can be made that an inspector will be available on the proposed date and thus it is advisable to give as much notice as possible and to provide a choice of possible dates. A charge will be made in accordance with the DCA scheme of charges.

**4.6. Recency Requirements**

The Senior Examiner must conduct a minimum of two EAoCs within each yearly period of the three yearly certification period. Evidence of
4.7. Revalidation Procedure

For revalidation one EAoC conducted by the Senior Examiner will be observed by the DCA inspector. Provided that this observation is conducted within the twelve months preceding the expiry of the authority the new period of validity will be three years from the expiry date, rather than from the date of the observation.

It will be the responsibility of the nominating organization to make all the practical arrangements for the observed EAoC. This will include provision of appropriate aircraft or simulator, appropriately qualified crew and (if required) travel arrangements for the DCA inspector. A minimum of four weeks notice will be required. No guarantee can be made that an inspector will be available on the proposed date and thus it is advisable to give as much notice as possible and to provide a choice of possible dates. A charge will be made for the conduct of an observed EAoC in accordance with the DCA scheme of charges.

**Note: all Senior examiners can expect to be observed during the validity of their approval by a DCA Inspector.**

4.8. Renewal Procedure

If a Senior Examiner's certificate has expired by less than 12 months then the certificate may, at the discretion of the DCA, be renewed by conduct of an observed EAoC as described above.

If a Senior Examiner's certificate has expired by more than 12 months then he will be required to repeat the entire certification process described in section 4.5.

5. Skill Tests and Proficiency Checks for Multi-Pilot Aeroplanes

5.1 General

**Aim of the test / check**

The aim of the licence skills test (LST) or licence proficiency check (LPC) is for an applicant to demonstrate that he has achieved/maintained the required level of skill and knowledge to hold the relevant type rating and to ensure that safety standards are
maintained and improved throughout the aviation industry by requiring the application of sound technical and non-technical skills. Note: A holder of a licence issued by another contracting state must complete an LST for the issue of a Mauritian Licence.

**Scheduling**

A skill test/proficiency check may be completed in one or more simulator/aeroplane sessions. Where the check takes place on more than one day the examiner must ensure that the candidates receive the briefing detailed in section 5.5 before each session. The relevant parts of the DCA skills test/proficiency check report form must be completed after each session. Tests/checks may be combined with other training provided a clear distinction is drawn between training and checking as detailed in section 6.

If individual sessions are completed by different examiners then the partially completed DCA skills test/proficiency check report form must be handed to the examiner conducting the later detail. Each examiner will initial items they have personally observed and the name, licence number and signature of both examiners must be shown. The examiner completing the test will complete the ‘examiner's certification’ section once the test is complete.

**Authorisation**

Skills tests may not be conducted until all required training has been completed.

There is no requirement for skills test or proficiency checks for issue, renewal or revalidation of type ratings or for issue of ATPL to be authorised in advance by the DCA. It is the responsibility of the candidate, examiner and training organisation to ensure that candidates have the required experience and have completed the necessary training prior to any test or check.

**Conduct of the examiner**

The objective of the test/check is for the candidate to demonstrate his skills. It is therefore the primary responsibility of the examiner to create an atmosphere conducive to this objective. Candidates will often be nervous or apprehensive therefore it is appropriate to adopt a friendly and relaxed, yet professional, attitude. A severe or hostile approach by the examiner is unacceptable.
The examiner’s assessment of the check can only be based on what is observed during the check. The examiner must not allow himself to be influenced in any way, positive or negative, by any previous knowledge of the candidates.

A public transport operator will be expected to prepare a syllabus for each proficiency check, to ensure that all required items are completed over successive checks. It is important that an examiner adheres to the content of this syllabus. In order to ensure objective testing it may be appropriate to make changes to the detail of events. An example would be that the syllabus specifies an hydraulic failure then a particular crew could be given either a ‘system A’ or ‘system B’ hydraulic failure. It may also be appropriate for an examiner to change the sequence of events in order to make the best use of time.

It is essential that all examiners apply a common standard, but examiners must consider the circumstances of each event when making an assessment of a candidate’s performance. The examiner should make comprehensive notes throughout the detail in order to ensure that all aspects can be debriefed effectively.

‘Stand-in’ or ‘manning’ pilots

It may on occasion be necessary for a pilot who is not under check to act as pilot-not-flying. Such a ‘stand-in’ or ‘manning’ pilot should be type rated or, in the case of an LST, have completed type rating training. The stand-in should also be familiar with the operating procedures to be used during the check detail. Individual operators should specify additional requirements in their operations manual, in which case these must be adhered to. This procedure should be used rarely. The following conditions should be placed on the use of this procedure:

- Sub-standard performance can not be tolerated at any time, even if a pilot has not undergone formal assessment;
- The use of this procedure should be limited to short notice absence or sickness or as documented;
- This procedure should not be used such that the crew consists of a SE or another examiner if at all possible;
- The requirement of MFCL. 1005 shall be observed at all times regardless of the crew complement;
• The use of this procedure will be subject regular DCA audits.

An examiner who observes during a check that a ‘stand-in’ pilot is not competent to hold a type rating must take action to ensure that this is addressed before the pilot is allowed to return to line operations. This might involve training to proficiency during the detail or raising his concerns with the operator’s training management. Exceptionally, if it is necessary to withdraw the privileges of a type rating from a ‘stand-in’ or ‘manning’ pilot then the relevant proficiency check form should be completed detailing the items assessed and the reasons for failure. The examiner would then follow the procedures detailed in section 6.

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**Additional considerations-MFCL.1005**

Under MFCL the expression ‘skills test’ or ‘assessment of competence’ is used. A ‘skill test’ is required for the issue of a licence, rating or certificate. A skill test is also required if the IR has not been renewed or revalidated after 7 years. The ‘assessment of competence’ is used for initial, renewal and revalidation of instructor and examiner certificates. The ‘proficiency check’ is required for revalidation or renewal of ratings and IRs. MFCL.1005 (a) states that for skill tests and assessment of competence for the issue of the licence, rating or certificate, the examiner must not have provided more than 25% of the required flight instruction. Therefore this paragraph applies for the issue of ratings, IRs or for the instructor and examiner certificates but not for revalidation or renewal.

**MFCL.1005 (b)** introduces the ‘proficiency check’ and obliges the examiner not to conduct any test, check or assessment of competence if their objectivity may be affected. Therefore:

• Examiners may not provide more than 25% of the required flight instruction on any applicant who requires a skill test or assessment of competence for the issue of a licence, rating or certificate;

• Examiners who may have their objectivity affected may also not conduct any skill test, proficiency check or assessment of competence for issue, renewal or revalidation;

• An examiner may provide instruction on any applicant who requires a proficiency check for the revalidation or renewal of a rating or IR;

• An examiner conducting an LPC/OPC or IR revalidations or renewals may provide refresher or remedial training to the applicant prior, during or post a proficiency check.
5.2. Training and Testing

The amount of training required or permitted during a detail depends on the nature of the check being conducted. It is of utmost importance that a clear distinction is made between training and checking and that the candidates are made aware of when their performance is being assessed. The whole details should flow such that the order of events is logical.

Training during pre-detail briefing

It is appropriate and desirable for the briefing before any detail to include an element of training. Where this training covers topics that will be relevant to the check that follows the examiner should be careful to avoid giving advice or hints that relate to the particular scenario to be checked. For example it would be appropriate to discuss the conduct of non-precision approaches before a proficiency check, but not to brief for a particular airfield to be used.

Training and testing during an LST

During an LST, for initial issue of a rating, all manoeuvres and procedures should be performed without any intervention or training input from the examiner.

Training and testing during an LPC

During recurrent proficiency checks it is acceptable, and often necessary and desirable, to combine an element of training during the course of an assess detail. For complex items (usually multiple events such as total electrical or hydraulics failures) the examiner may wish to ‘freeze’ the simulator to point out and explain the implications of the failure; however any routine aspects of the exercise, such as the ability to action a checklist, must never be in doubt. Straightforward events TCAS RA, GPWS warning, fire drills) should be checked without any training input. However the flow of the test/check must still form a logical order and the crew must always be informed which items are assessed. Most operators pointing out to the crew that all items over a 2 day recurrent LPC/OPC are assessed, and these assessment form part of the system to determine pilot training needs based on competencies.
Remedial Training

Where an item has not been completed to the required standard at the first attempt (see section 5.8) then the examiner must provide further training before the item is retested. The examiner will determine the nature of the training required. This could range from a short verbal debriefing to comprehensive retraining including briefing, demonstration and practice.

It must be made clear to the candidate when such remedial training is complete and that he is to be re-tested on the item concerned. Ideally such a re-test should be carried out after all items have been checked at the first attempt. This may not be appropriate in all circumstances, especially when

the check is conducted in an aircraft.

5.3. Considerations for Conduct of Tests and Checks in Aircraft

Conduct of tests and checks in an aircraft is significantly more hazardous than routine flight operations. Additional hazards may be introduced by an applicant’s determination to perform to the required standard, and by an examiner’s need to give a candidate the latitude to do so.

Where a test/check is to be conducted in an aircraft the candidate should be briefed on the planned order of events, and on any changes to that plan. All manoeuvres should be conducted bearing in mind the priority of maintaining a safe operation, rather than of providing a challenge to the candidate. In particular:

- Rejected take-offs (RTO) are not required. Candidate’s knowledge of RTO should be checked by static touch-drills.
- Flight Manual limits must not be exceeded.
- Engine failures must only be simulated at a speed greater than V2, and at a safe height
- Stalling should only be carried out at a safe height, and the examiner should take care to ensure that engine limitations are not exceeded during the recovery.
5.4. Considerations for Conduct of Tests and Checks in Simulators

Prior to any test or check an examiner must ensure that the device has a current approval from the DCA. Examiners should be familiar with the operation of a particular device before conducting training, checking or tests.

Examiners must check the technical status of the device from the ‘technical log’ and be satisfied that any deferred defects will not affect the suitability of the device for the planned detail. While it may be acceptable to operate with defects not allowed for in the aircraft MEL, some defects will prevent effective training or checking; for example low visibility training could not be completed with an inoperative visual system.

All occupants should be wearing full harness before the activation of the motion system.

If a test/check is conducted in a simulator then great care should be taken to create a realistic simulation environment. The crew should be briefed to act at all times as if operating an aircraft. The examiner should strive to make the crew’s interaction with ATC, cabin crew, company operations control etc. as realistic as possible. Caution should be exercised in the use of simulator facilities such as ‘freeze’ or ‘repositioning’. The examiner must
ensure that the crew is aware when such facilities are used and that they do not suffer any loss of situational awareness as a result. Exercises should be conducted in ‘real-time’ whenever possible.

5.5. License Skills Test / Proficiency Check Pre-Detail Briefing

Before the simulator or aircraft phase of a skills test or proficiency check the examiner should deliver a briefing to the candidates. The objectives of this briefing are:

- To explain safety and emergency procedures relating to the use of the simulator or aircraft
- To explain how the test/check will be conducted and what is expected of the candidates
- To assess the candidates operational and technical knowledge
- To deliver any training required by the examiner or operator.

During this phase of the detail the examiner will also check the candidates licences, ratings and medical certificates and that the candidates have complied with all relevant experience or recency requirements.

License / Medical Check

An applicant who does not present a valid medical certificate at the time of the test/check may nevertheless be allowed to complete the check (in a simulator only). The examiner should annotate the DCA LST/LPC form to indicate that a valid medical was not presented and should advise the candidate that he may not exercise the privileges of his rating without holding a valid medical.

A candidate who does not present a valid licence at the time of the check may nevertheless be allowed to complete the check (in a simulator only). The examiner must not complete the certificate of revalidation in an invalid licence. The DCA LST/LPC form should be completed and submitted to the DCA. The certificate of revalidation may then be completed by the DCA once the candidate has a valid licence.
Examiners should be careful to verify the identity of the candidate using an official identity document in this situation.

**Safety and emergency briefing**

If a test/check is to be conducted in a simulator the examiner must brief the candidates, and any observers, about the safety and emergency procedures relevant to the facility and the particular device. This briefing must include:

- Evacuation procedure for the simulator and the building
- Fire alarm procedures
- Location of emergency equipment in the simulator (e.g. fire extinguishers, escape ropes)
- Location and use of emergency stop switches.
- Use of harnesses when motion systems are engaged.

If the test is to be conducted in an aircraft the examiner should give the candidates a thorough briefing on chain of command, allocation of control and also the planned sequence of events.

**Briefing the conduct of the check**

The examiner should brief the candidates on the following items:

(a) The objective of the test/check, i.e. for the candidate to demonstrate that he has the required level of skill and knowledge to hold the relevant type rating.

(b) Simulation environment. If the test/check is to be conducted in a simulator the crew should be instructed to act at all times as if operating a real aircraft, and to deal with any abnormal or emergency situation as they would in normal operations.

(c) Content of the test/check. This should explain the procedures and manoeuvres to be included, without being prescriptive about the detail of items of the order of events (except when the detail is to be conducted in an aircraft).

(d) Operating procedures to be used (i.e. company SOPs).

(e) Weather assumptions. Candidates will be advised of forecast
Candidates should be reminded to take normal precautions against icing. If the check is to be conducted in an aircraft then the use of screens or other devices must be explained. Candidates should be reminded of the requirement to check weather before commencing an approach and of the procedure to be used (e.g. simulator ATIS, call ATC etc.).

(f) Operating capacity and roles of the candidates. The candidates should be advised that when they are under check they must act as pilot-in-command regardless of their actual rank. The candidate under check will be responsible for selection and use of all radio aids and aircraft equipment, conduct of briefings, initiation of checklists etc. The pilot-not-flying will be expected to act as a competent pilot and to highlight any deviations as per normal operating procedures, but not to lead the operation.

(h) Role of the examiner. If the check is to be conducted in a simulator then the candidates should be advised to act as if the examiner were not present on the flight deck. The examiner should make clear that he will ‘role play’ ATC, cabin crew, operations staff etc., and explain that (as far as possible) crew should contact such agencies in the normal way.

(i) Adherence to ATC instructions. Candidates should be reminded to comply with all ATC instructions, in the usual way, unless they consider such instructions would jeopardize safety.

(j) Compliance with published procedures. The crew should be reminded that they are required to comply with the horizontal and vertical profiles of published departure, arrival, approach and missed approach procedures, and to discontinue an approach if the visual reference requirements are not
(k) satisfied at decision altitude or the missed approach point.

(l) Identification of radio aids. Crews should be reminded of the requirement to identify radio aids in accordance with normal operating procedures.

(m) Speeds. The candidates should be advised to fly the speeds stipulated by their standard operating procedures.

(n) Use of auto-flight systems. The candidates should be reminded that auto-flight systems, where used, must be correctly programmed for each phase of flight. They should be advised of any exercises where use of auto-flight systems is not permitted, and that otherwise such systems are available throughout the detail.

(o) Simulator difference and serviceability. The examiner should explain any differences between the instruments and equipment on the simulator and those on the aircraft that the crew are familiar with. Any unserviceabilities should also be pointed out.

(p) Flight deck access procedures. Where a crew is used to operating with a locking flight deck door then the procedure for simulating this must be briefed.

Once the examiner has briefed the candidates he should check that they have understood the briefing and invite any questions on the conduct of the detail. Examiners should bear in mind that a failure to deliver a comprehensive briefing can give rise to problems after the detail should the candidates’ performance be unsatisfactory.

**Assessment of candidates operational and technical knowledge**

The examiner should question the candidates to establish that they have a satisfactory knowledge of aircraft systems and operating procedures. A failure to demonstrate an adequate knowledge during questioning could constitute an unsatisfactory performance in one of the items in either the ‘normal and abnormal’ or ‘abnormal and emergency’ sections of the DCA LST/LPC forms.
Training brief

The examiner should take the opportunity to deliver a training brief on one or more relevant subjects. This might be dictated by an operator’s training/checking syllabus, the examiner’s assessment of the individual candidate’s need or at the request of the candidates.

Examiners should be careful to avoid giving advice or hints that relate to the particular scenario to be checked during the subsequent detail.

5.6. Content of License Skills Test / Proficiency Check

A candidate is required to operate as ‘pilot flying’ for all stages of the test/check. In addition he is required to demonstrate his ability to act as ‘pilot not flying’.

The sequence of events should be arranged, as far as possible, to follow a realistic flight profile. Where one event leads to consequent failures or system malfunctions requiring action by the crew each element may be recorded as a separate item on the DCA LST/LPC form. Care should be taken to avoid creating a scenario that unreasonably overloads the candidates, or is unlikely to occur in an aircraft (see also section 5.8).

Mandatory Items

The following items are mandatory for any licence skills test or proficiency check.

(a) Use of checklist prior to starting engines, starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies.
(b) Pre-flight checks.
(c) Take-off with simulated engine failure.
(d) Rejected take-off at a reasonable speed before reaching V1.
(e) Adherence to departure and arrival routes and ATC instructions.
(f) Precision approach down to a decision height (DH) not less
than 200 ft. manually, with one engine simulated inoperative from prior to final approach point to touch-down or completion of missed approach procedure.

(g) Non precision approach down to MDH.

(h) Manual go-around with critical engine simulated inoperative after an instrument approach on reaching DH/MDH or MAP.

(i) Landing with critical engine simulated inoperative.

The following exercise is required for all licence skills tests (not proficiency check) for aircraft with three or more engines:

(j) Landing with two engines simulated inoperative.

The following item is required for any licence skills test (not proficiency check) except for a skill test following a CCQ course for candidates already holding a valid type rating on Airbus A320, A330 or A340, and being tested on another of these types.

(k) Precision approach down to a decision height (DH) not less than 200 ft. manually, without flight director.

Normal and abnormal / abnormal and emergency procedures

In addition to the mandatory items listed on the DCA LST/LPC forms contain a number of elements. It is not necessary for a candidate to be tested on all of the elements listed for the item to be complete.

Two candidates checked together

Where both pilots on a crew are being tested the scenarios presented to each pilot should not be identical. The second pilot should be tested with a different combination of airfield, runway, radio aids, aircraft configuration or weather.

Each candidate is required to act as ‘pilot in command’ for each item, thus it will be necessary to complete separate normal and abnormal/abnormal and emergency items for each candidate.
Additional items

At his discretion an examiner may include additional manoeuvres/procedures from the DCA LST form. Any additional items that are included in the test must be assessed.

5.7. General Testing Standards

The applicant must demonstrate ability to:

(a) Operate the aeroplane within its limitations.

(b) Complete all manoeuvres with smoothness and accuracy.

(c) Exercise good judgement and airmanship.

(d) Apply aeronautical knowledge of procedures and regulations as currently applicable.

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

(f) Manage the crew.

(g) Maintain a general survey of the operation by appropriate supervision.

(h) Set priorities and make decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

(i) Understand and apply crew co-ordination and incapacitation procedures.

(j) Communicate effectively with other crewmembers.

The applicant must demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.
The applicant's airmanship must be assessed with each exercise and this must include lookout, checks and drills, cockpit management, radio procedures and ATC liaison, fuel management, icing precautions, planning and use of airspace.

**Crew resource management (CRM)**

Non-technical skills must be addressed on the LST/LPC in order to encourage the crew’s CRM skills and promote good practice. An applicant should not be failed for CRM alone, any failure should be linked to a technical consequence. CRM should not be treated as a separate topic, but fully integrated throughout the debriefing using the operator’s behavioural markers methodology.

**Allowable tolerance**

**Altitude or Height**

- Normal flight ± 100 ft.
- With simulated engine failure ± 100 ft.
- Starting go-around at decision altitude/height + 50 ft/-0 ft
- Minimum descent altitude/height + 50 ft/-0 ft

The applicant need not be failed if an error of more than 100 ft occurs two or three times; however, the examiner should seriously consider awarding an individual fail if:

- Height error of more than 200 ft occurs.
- An error of 100 ft or more is uncorrected for an unreasonable period of time.

**Tracking**

- Precision approach: half scale deflection azimuth and glidepath
- RNAV (GNSS) NPA and APV approach: ± half required navigational accuracy (RNP) except for brief overshoots when turning during initial and intermediate segments.
- Other approaches ± 5°.
A failure should be awarded at any time during the test/check if there is an inability to settle within ±5° of the specified track or correcting track the wrong way and maintaining the error for an unreasonable period.

**Heading**
- All engines operating ± 5°.
- With simulated engine failure ± 10°

**DME Arc**
- ±1 nm for departure, arrival and approach.

**Speed**
- All engines climb, cruise, descent and approach ± 5 kt (propeller aircraft), ±10 kt (jet aircraft)
- 15kt at any other time.
- Asymmetric +10/-5 kt and never below V2

Flight Manual limiting speeds and performance minimum speeds take precedence over these limits.

When making an assessment, handling qualities and aircraft performance should be taken into account and if the test/check is conducted in an aircraft, the examiner should make allowance for turbulent conditions.

**Approach minima**
- RVR must be checked against airfield minima prior to commencing an approach to land.
- On a precision approach go-around should be initiated promptly at DA.
- On a non-precision approach when constant descent profile is flown care must be taken not to descend below MDH/MDA when a missed approach is being conducted (Operator’s procedures may involve adding an increment...
to determine a decision altitude from an MDA, in this case the go-around must be

- initiated promptly at DA and the aircraft must not descend below MDA

**Detailed Testing Standards**

**Performance calculation**

The applicant shall calculate performance for take-off, approach and landing in compliance with the operations manual or aircraft flight manual (AFM). Decision height (DH)/decision altitude (DA), minimum descent height (MDH)/minimum descent altitude (MDA) and missed approach point (MAP) shall be determined by the applicant in advance and agreed by the examiner. Alternatively the source of the minima should be ascertained.

**Use of check-lists etc.**

When using a simulator setting and checking of equipment may be checked either in the simulator or in the briefing room using training devices.

The candidate must complete a normal start procedure and deal with any malfunctions. If the check is conducted in an aircraft the candidate’s knowledge of start malfunctions should be checked by questioning and touch-drills.

**Pre-flight checks.**

Checks and cockpit procedures shall be carried out in compliance with the authorised checklist for the aeroplane used in the test.

This item need not always be conducted as the first flight of the day, on successive checks first flights and transit checks should be alternated to make sure that candidates have a comprehensive knowledge of the checklist.

A clearance has been obtained.
Take-off with engine failure

This item may be combined with the departure (see Item 3.9.1).

For an LST, depending on whether the check is conducted in an aircraft or simulator, either item 2.5.1 or 2.5.2 will be completed.

If the check is conducted in an aircraft the failure should be simulated after V2 when safely away from the ground and shut down procedure should be checked by touch-drill. Simulation of engine failure close to the ground is a critical manoeuvre. Examiners must be aware of the associated risks and develop defences according to the potential threat to safety. Minimum safe heights and speeds for simulation will vary depending on aircraft type and prevailing conditions. Examiners should take note of any guidance provided by the aircraft manufacturers. Operators must give precise details in part D of their operations manual regarding the minimum height and detailed information on how engine failures are to be simulated.

If the check is conducted in a simulator the failure should occur between V1 and V2, but where there is a large difference between V1 and Vr the failure should not routinely be close to V1. A failure close to or during rotation is usually more demanding.

For some types of aircraft the engine failure profile may be different depending on obstacle clearance. Operators should plan for an alternation of the profiles to be flown on successive checks. If the check is consistently conducted out of an airfield that does not have an engine failure procedure, thought should be given to manufacturing one for training purposes to see that the correct procedures are followed.

MFCL states that this procedure must be done by sole reference to instruments; however all take-offs will have some visual reference available to the pilot. A pilot will make use of these visual cues to keep straight both on the runway and during the initial rotation, but as the pitch attitude increases his gaze will naturally transfer onto the instruments. In a simulator it is not always necessary to set the company’s minimum visibility or cloud base, setting the weather to close to CAT 1 minima would suffice.

If a screen is used to simulate instrument meteorological conditions
(IMC) in an aircraft, it must obscure 25 degrees either side of the straight-ahead position. The screen should not be erected prior to taxiing as it obstructs the view. If it has a forward vision panel the screen may be put in place at the holding point. If not, it should be in position by 200 ft above aerodrome level (AAL); however safety considerations should always take precedence.

It is important that the crew make appropriate calls to ATC, using ‘PAN PAN’ or ‘Mayday’ and advising of any engine failure procedure/emergency turn routing. It is the crew's responsibility to manage their time so the examiner should not adjust the routing or require holding unless the crew request it.

The amount of yaw acceptable on an engine failure is not specified, but is left to the judgment of the examiner. Each aircraft type has its own characteristics depending on the nature of the failure and speed at the time the engine fails.

**Rejected take-off (RTO).**

If the check is conducted in an aircraft then this item is checked by means of a static touch-drill, not by an actual rejected take-off. If the check is conducted in a simulator then the candidate should not be told when the RTO will occur, but should be required to make the 'stop' decision based on circumstances.

MFCL states that the RTO should take place at a “reasonable speed”. This should be a speed appropriate to the circumstances bearing in mind the nature of failure, contamination etc., and need not always be a high speed.

The RTO should be taken to its full conclusion so that the crew have to decide what action to take after the aircraft has stopped, i.e. vacating the runway, considering brake cooling, taxying etc.

If an operator’s procedures involve divided duties on the RTO then care must be taken to correctly assess whether a fail in this item is attributed to one or both pilots. If an operator’s procedures do not allow the co-pilot to reject the take-off then it will be necessary to manufacture a reason for the co-pilot to stop, e.g. the incapacitation of the captain. Such a scenario should be included in the operator’s three-yearly cycle.
Initiation of an RTO in inappropriate circumstances (e.g. at high speed following a trivial failure) could constitute a fail in this item.

**Pressurisation and air conditioning**

The use of the oxygen mask is an essential part of an emergency descent with cabin pressure failure and contaminated cockpit drills. The crew’s ability to establish communication with each other, ATC, cabin crew etc. can only be assessed if masks are used. In an aircraft care must be taken not to depressurise the cabin and to ensure that aircraft safety is taken into account if oxygen masks are donned.

**EGPWS**

This event should only be conducted in a simulator fitted with equipment representative of the operator's aircraft.

When applying for approval of a training device operators must ensure that the equipment fitted is representative of their aircraft, or else specify any items that cannot be checked using the particular device.

**Smoke control and removal**

The use of oxygen masks is an essential part of this procedure, as is coping with reduced visibility in the flight deck. Some form of device should be used to simulate reduced visibility, for example partially obscured goggles. In an aircraft care must be taken not to depressurise the cabin and to ensure that aircraft safety is taken into account

**Pilot incapacitation**

The examiner should give some thought as to how to instigate the incapacitation, and when and how the incapacitation is to occur. A subtle incapacitation is the hardest to recognise and checks that company standard operating procedures (SOPs) are satisfactory.

Incapacitation should be practised during LVO training and should be covered during a three-yearly cycle. When take-off in minimum RVR is dependent on para-visual Display (PVD), incapacitation should
take this into account.

The exercise should be taken to its full conclusion, i.e. engines shut down and doors opened.

**TCAS**

This event should only be conducted in a simulator having a TCAS presentation which is representative of the operator's aircraft.

When applying for approval of a training device operators must ensure that the equipment fitted is representative of their aircraft, or else specify any items that cannot be checked using the particular device.

**Departure and arrival procedures**

This may be combined with an abnormal or emergency procedure, full use of automatics and Lateral Navigation (LNAV) if fitted is permitted. Examiners are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may require some speed control or a change to ATC clearance that may require some reprogramming of the Flight Management System (FMS) might be appropriate.

Some interpretation of departure and/or arrival plates should be included. If the check is conducted at an airport that does not have a published instrument departure or arrival procedure, the departure instructions should include some form of altitude/turn/track adherence. A departure that consists only of radar vectors should not be used routinely.

This item should include climb and descent transitions between flight levels and altitudes so that correct altimeter setting procedures can be checked.

The candidate should comply with arrival and joining procedures and correctly execute any required holding.

**Holding**

This exercise is not mandatory, but a candidate may request a hold
for time management reasons, in which case it must be assessed. Periodical inclusion of an unplanned hold is strongly recommended.

Automatics can be used and therefore value can be obtained by giving a last minute clearance into the hold or an early exit from the hold to see how this is handled.

**Instrument Approaches: general**

Checks should include a mix of radar-vectored and procedural instrument approaches.

**Precision approach flown manually without flight director**

This is a demanding exercise and it may not be appropriate to combine it with other failures. It is not mandatory for this exercise to be conducted without use of autothrottle.

**Manual precision approach with one engine inoperative**

The applicant should complete a safe approach manually (without use of autopilot) and in an asymmetric configuration to the relevant DA/DH. Should an ILS approach be flown, the examiner should ensure that the test is conducted into an airfield where the DH is not greater than 450 feet AAL. The autopilot should be disconnected before intercepting the localiser and before final configuration for the approach so that the applicant’s handling of any trim change associated with flap extension can be assessed. The engine failure should also be simulated prior to this phase.

For an LST auto-thrust should not be used, except on fly-by-wire aircraft. For a recurrent check use of auto-thrust should be in accordance with the operator’s procedures.

**Non-precision approach**

Any type of non-precision approach, including RNP APCH, may be checked but operators should ensure that their checking syllabus specifies that all relevant types of approach will be checked over a period of time.

The approach may be flown either automatically or manually. Any autoflight mode permitted by the operator’s procedures may be used.
The approach should normally be flown to the specified approach minima and not to circling minima. Where the transition from an instrument approach procedure to a circling approach occurs at a sufficiently late stage to allow assessment of the instrument approach then the two items may be combined.

A non-directional beacon (NDB) aural ident need not be continuously monitored during a non-precision approach if the aircraft equipment gives a clear indication when the signal is lost (e.g. needle or visual ident disappears from view or if the needle fails to a “parked” position). However, if it is the operator’s policy to monitor NDB idents continuously then pilots must comply with the policy.

The use of a continuous descent final approach (CDFA) technique is recognised as the best way to optimise crew workload whilst achieving a stabilised approach path, especially in heavy jets with their high inertia. Any input that de-stabilises the approach, such as selecting “Alt Hold” in order to avoid descent below the final approach fix (FAF), will have a detrimental effect upon the safe and successful outcome. Whilst the FAF crossing altitude must be taken into account, an examiner should use his professional judgement and take into account all factors when deciding whether an approach has been flown to the required standard or not.

**Go-around from instrument approach**

The correct go-around action must be taken promptly at DA/DH to ensure minimum height loss.

Examiners must ensure that missed approach procedures are varied. It is preferable to use a published missed approach or as modified by ATC. Avoid continuous use of “straight ahead”.

The asymmetric go-around must be flown manually (without autopilot) for long enough to enable the applicant’s competence to be assessed. This will normally be until after flap retraction and completion of the full missed approach procedure.

**Landing with one engine inoperative**

The candidate must complete a safe manual landing from a stable approach on the required glidepath. Directional control must be maintained and brakes and other retardation devices used to achieve a safe roll out and deceleration.
In an aircraft using a zero thrust setting, the applicant should be briefed to close all throttles on landing.

**Landing with two engines inoperative**

For four-engined aircraft the two inoperative engines should be on one side.

The two-engine landing does not negate the requirement to complete item 5.5. Both items are mandatory.

**LVO**

Training and testing must be carried out at an airfield displaying the correct lighting for the type of approach and ground markings.

Some older generation simulator visual systems have runway holding point stop bars that cannot be switched off independently of the taxiway lighting. The examiner must ensure that crews ask permission to cross these lights.

LVO taxiing between gate and runway (in and/or out) should be included periodically but not necessarily in every check. A dedicated visual scene must be used for this purpose; generic airfields have no navigation/situational awareness value for low visibility taxiing. This will enable the examiner to assess the crew's situational awareness and other technical and non-technical behaviour including prioritisation of tasks, reading aerodrome charts, checking taxiways with compass. The examiner should develop scenarios that will expose crews to differing events.

When the LVO refresher does NOT include such taxi, any LVO airfield (specific or generic) may be used.

**5.8. Assessment of the Result**

The LST/LPC is a two-attempt test/check. If more than five items are failed at the first attempt then the check is failed and the candidate must retake the whole check, on a separate occasion, after suitable
retraining. If five or less items are failed at the first attempt then the candidate will be retested on the failed items.

The candidate should fly all items of the check before being retested on any failed items. There may be occasions when this is not possible, particularly if the check is conducted in an aircraft.

Repeats

An examiner has the discretion to allow the candidate to repeat any item of the test/check once. This discretion should only be exercised where the candidate has made a minor error that can be corrected by debriefing. If the candidate demonstrates the required standard when the item is repeated then this is recorded as a pass at the first attempt. If the item is not to the required standard when repeated, or if the candidate needs further training before being retested then the item is failed at the first attempt and must be ‘re-tested’. See Figure 1.

Any repeats must be conducted with the same examiner.

Figure 1: ‘repeats’ flowchart
Retests

Before any items are re-tested (second attempt) the candidate must receive further training on the failed items. The extent of training given is at the discretion of the examiner and may take place during the same detail or at a later date. Once the retraining is complete the examiner should make clear to the candidate that he is to be tested.

Failure in any item at the second attempt (retest) results in the entire check being failed and the candidate being required to retake the whole check on a separate occasion. This also applies to items that were passed at the first attempt; it may therefore be advisable to avoid requiring a candidate to retake items other than those that were failed at the first attempt. There is no discretion to allow ‘repeats’ at a second attempt (figure-2).

![Figure 2: ‘retest’ flowchart](image-url)

Partial pass
Should a candidate have failed up to five items during the first attempt and not been retested during the same detail then at the end of that detail he has achieved a ‘partial pass’. The candidate is not entitled to exercise the privileges of his type rating until he has been retested on the failed items.

In this situation the DCA LST/LPC form can be partially completed, but need not be submitted to the DCA until the required items have been retested, when the result of the test/check will be a pass or a fail. Should the candidate not retake the failed items then the result will be a fail and the DCA form should be annotated accordingly.

**Incomplete check**

In the case where some required items have not been completed during a detail, but the candidate has passed all items attempted then this is an incomplete check. In this situation the validity of the candidate’s type rating is not affected. If the rating was unexpired before the check then the candidate may continue to exercise the privileges of that rating until the existing expiry date. In this situation the DCA LST/LPC form may be partially completed, but should not be submitted to the DCA until the check is complete.

**Terminated check**

If the test/check is terminated for reasons considered adequate by the examiner then the result will be a partial pass or incomplete check. If the check is terminated for reasons considered inadequate by the examiner then the result is a fail and the entire test/check must be retaken.

**Extenuating circumstances**

If the examiner considers that the candidate’s performance was affected by any external influence or physical distraction then the relevant part of the exercise should not be assessed.

If a pilot has presented himself for check and not declared himself unfit then it is reasonable to assume that he would have presented himself for a flight. It is not therefore acceptable for him to claim after the event that he was unfit.

If the performance of the simulator was inadequate during the detail then this might constitute extenuating circumstances that would
prevent the examiner assessing part of the exercise. The examiner should verify himself that the simulator is not performing correctly rather than rely on the candidates’ adverse assessment of the device. In this situation the examiner should ensure that the inadequate performance is recorded in the simulator technical log.

5.9. Additional Renewal / Revalidation Requirements

The examiner must ensure that the candidate has completed at least 10 sectors as pilot of the relevant type during the period of validity of the rating. Otherwise the applicant must complete one route sector with an examiner.

This may be completed during the check and must consist of a take-off, departure, arrival approach and landing during a sector of at least 15 minutes.

This requirement is not required if the candidate is operating the type for a scheduled CAT AOC holder.

5.10. Licence Skills Test / Proficiency Check Post-Detail Debrief

The debrief following the detail must adhere to the following format:

(a) Advise the candidate of the result of the check/test and any implications.

(b) Debrief the candidates on items where there is a training benefit, in order of importance.

(c) Complete all required administrative actions.

Advising candidates of result

The examiner should not start the debrief by asking any questions, unless they directly affect his assessment of the result of the check. If the candidate has passed all parts of the check then it is sufficient to state this, then move on directly to the training debrief.

If the result of the check is a failure, or partial pass then the candidate must be advised of the following (the ‘five ‘Rs’):
**Result of the check** (e.g. failure or partial pass). The candidate should be advised that he has not demonstrated the required level of skill and knowledge to revalidate/renew/issue the type rating.

**Reasons for failure**, in descending order of severity, using brief factual statements not open to dispute.

**Re-testing requirements** i.e. which items need to be re-tested, or that the whole check/test must be taken again.

**Restrictions on licence privileges**, i.e. the candidate must not exercise the privileges of his type rating until the re-test requirements have been satisfactorily fulfilled.

**Re-training requirements**, what additional training the candidate will be required to undertake before being re-tested. Depending on the operator's policy this may be determined by training management at a later date, in which case the candidate should be advised of the process.

The examiner should ensure that the candidate has understood the result without, at this stage, discussing the detail of the assessment.

**Training debrief**

Before commencing the debrief the examiner should prepare a list of the items requiring debriefing and put them in priority order, grouping together itemssuch as weaknesses in adherence to SOPs.

The examiner should then conduct his debriefing using a facilitative technique so that the candidates think for themselves and reach their own conclusions, under the guidance of the examiner, about what went well and what they might do differently in the future. The discussion should include the non-technical aspects of the crew’s performance (‘CRM’) especially when analysing the reasons why particular events went well or badly. ‘CRM’ should not be treated as a separate debriefing item.

The debriefing should be balanced, including discussion of items which went well and positive aspects of the crew’s performance, as well as those which could have gone better. It is not necessary to debrief every item and it is unlikely to be most effective to debrief
events in chronological order. The examiner should ensure that the
debrief does not go on for longer than necessary especially if the
crew are fatigued or unreceptive.

Administrative actions: licence proficiency check

The examiner should complete the following actions:

5.10.1. Complete the DCA-PEL-03 LPC form;

5.10.2. Complete company paperwork as required;

5.10.3. In the event of a pass, sign, stamp and date the appropriate rat- ings pages in the candidate’s licence.

If the check is for the renewal of a type rating (rather than revalidation) then the examiner may sign and stamp the licence providing the rating has expired by less than three years. In other cases the licence and LPC form should be submitted to the DCA for renewal.

Administrative actions: licence skills test for type rating issue.

The examiner should complete the following actions:

5.10.4. If a full type rating course has been completed DCA-PEL-01 should be used.

5.10.5. If a full type rating course as not been completed (i.e. Airbus CCQ) then DCA-PEL-04 should be used.

5.10.6. DCA-PEL-02 type rating application and report must be com- pleted by the applicant and countersigned by all instructors/ examiners responsible for training/checking and also by the operator training manager.

5.10.7. Aeroplane / ZFT training must not be completed until the candi- date has passed the LST.

5.10.8. Company paperwork should be completed as required.
The LST and rating application forms should then be submitted to the DCA together with the candidates licence and the appropriate fee.

**Administrative actions: licence skills test for ATPL issue.**

5.10.9. The examiner should complete the DCA-PEL-04 LST form.

5.10.10. The DCA-PEL-05 ATPL application and report should be completed by the applicant and countersigned by the examiner.

5.10.11. Company paperwork should be completed as required.

DCA forms should then be submitted to the DCA together with the candidates licence and the appropriate fee.

**Do’s and Don’ts for Debriefing:**

**Do:**

Be factual and quantitative.

Be fair (give praise when deserved).

Be constructive (how to avoid or correct).

Be prepared to concede (graciously!).

Encourage self-analysis (but not self-assessment).

Consider situational awareness, RTF, discipline, trends and CRM. Include **all** fail points.

Listen.

**Don’t:**

Ask the applicant to assess himself.

Be vague.

Be emotive (avoid aggression, irritability, sarcasm).
6. **Validity Periods**

6.1. **Validity Period of Type Rating**

A multi-pilot type rating is valid for one year from the date of test/check plus the remainder of the month of issue, or one year from the date of the previous expiry date if revalidated within the period of three months preceding the date of expiry.

6.2. **Validity Period of Instrument Rating**

A multi-pilot Instrument Rating (IR) is revalidated as part of the Licence Proficiency Check, therefore IR privileges are restricted to the type/s on which the check/test was carried out. Consequently the validity period and expiry date are coincident with the type rating.

6.3. **Public Transport Operations**

Aircraft operators engaged in Public Transport Operations are required to give additional recurrent training and checking. The mandatory items for the recurrent Operator Proficiency Check (OPC) are very similar to those of the LPC and it is usual to combine the checks as an LPC/OPC.

An EAOC holder should specify their company requirements for recurrent checking in their Operations Manual Part D. The recurrent training and checking is intended to ensure a competent standard for all aspects of a particular company’s operations. Hence the Part D should specify the required training frequency of rarely used items pertinent to the company route structure. It should also ensure compliance with SOP’s, particularly in an emergency. For example, unlike the LPC, which is set to check manual flying skills, the OPC should be used to provide guidance and practice, and encourage appropriate use of automatics.
The validity period of an OPC is six months from the date of check plus the remainder of the month of issue, or six months from the date of the previous expiry date if revalidated within the period of three months preceding the date of expiry.

### 7.0. DCA Forms


This form should be used when a skill test has been conducted for issue of a type rating after a full type rating course, (i.e. not for licence upgrade to ATPL or after completion of Airbus CCQ course). The form must be completed by the instructor conducting the type rating training, as well as the examiner conducting the test and thus should be available throughout the type rating course.

**Completion of the form**

The first section of the form should be completed showing the name rank and licence number of the candidate, and of the other crew member operating during the test. The date of assessment should be shown together with block timings for the test detail. Where the test was conducted during more than one detail all dates and block timings should be shown. If the test was conducted in an aircraft then ‘location’ should show the route and airfields at which the test was conducted. If the test was conducted in a simulator then ‘location’ should show the location of the simulator facility.

The registration of the aircraft or the approval code of the simulator should be shown. It is not necessary to record on this form the timing or locations of training details.

The instructor conducting training will date and sign the relevant boxes in the ‘training complete’ column for each item of training as it is completed.

The examiner will then initial the box in the appropriate column (‘satisfactory at first attempt’, ‘satisfactory at second attempt’ or ‘unsatisfactory’) for each item tested. If the test is conducted during more than one detail by more than one examiner then each examiner will initial only those items that he has personally checked. The form should show the name of all examiners, but the examiner who completes the test will fill in the ‘examiner’s certification’.
In the event of a partial pass or incomplete test the form should be retained until the test is complete. Once the test is complete the examiner should strike out ‘pass’ or ‘fail’ in the ‘overall result’ box, then print his name, apply his stamp, sign and date the form in the ‘examiner’s certification’ section.

If the test is failed, a second DCA-PEL-01 will be required to indicate the retraining and second full test.

7.2. DCA-PEL-02 Type Rating Applications and Report: Multi-Pilot Aeroplane

This form is used to record the completion of all the required stages of training and checking for the issue of a type-rating. It is used for full type rating courses and for CCQ courses completed by an applicant for issue of a type rating.

**Completion of the form**

The first section should show the full name and licence number of the applicant. It should be signed and dated by the applicant once all required training has been completed.

**Section 1** should be completed by the instructor responsible for theoretical training. Where more than one instructor has delivered training then the instructor conducting the last training detail should sign. Section 1 should show the dates of starting and completing training, the location where the training was conducted and the mark achieved in the theoretical examination.

Section 1 must be complete before the applicant commences simulator training.

**Section 2** should be completed by the instructor responsible for simulator training. Where more than one instructor has delivered training then the instructor conducting the last training detail should sign. Section 2 should show the total training time spent in full flight simulator and fixed base simulator or other training device, and the dates that each phase of training was completed. The simulator approval code must be shown for each full flight simulator used. Once the simulator training phase is complete (excluding skills test and ZFT training) the instructor should print his name and licence number then sign and date the form.
Section 2 must be complete before the applicant undertakes an LST.

**Section 3** should be completed by the examiner who completes the LST. It should show the date of test and aircraft type. If the test is conducted in a simulator then the ‘location’ will show the location of the simulator facility and the simulator approval code must be shown. If the test is conducted in an aircraft then the location should show the routes and airfield used for the test and the aircraft registration should be shown. The examiner should print his name and licence number, then sign, stamp and date the form.

Section 3 must be complete before the applicant commences aeroplane training or the zero-flight-time (ZFT) detail.

**Section 4** should be completed by the instructor who conducts the aeroplane training or zero-flight-time (ZFT) detail. This must show the total training time for the detail, the number of landings completed by the applicant and the registration of the aircraft, or approval code of the simulator, used for the detail. The instructor should print his name and licence number then sign and date the form.

**Section 5** should be completed by the Training Manager of the Approved Training Organisation. The Training Manager should check the following:

- That all training and checking has been completed in accordance with the relevant requirements.

- That the individuals who conducted the training were appropriately qualified.

- That the relevant DCA forms have been correctly completed.

The Training Manager should then complete the certification, print his name and position and sign and date the form.
7.3. DCA-PEL-03 Licence Proficiency Check Report: Multi-Pilot Aeroplane

This form is completed for a proficiency check for the revalidation or renewal of a type rating.

Completion of the form

The first section of the form should be completed showing the name, rank and licence number of the candidate, and of the other crew member operating during the check. The date of assessment should be shown together with block timings for the check detail. Where the check was conducted during more than one detail all dates and block timings should be shown. If the check was conducted in an aircraft then ‘location’ should show the route and airfields at which the check was conducted. If the check was conducted in a simulator then ‘location’ should show the location of the simulator facility. The registration of the aircraft or the approval code of the simulator used should be shown.

The boxes for ‘expiry of type rating’ and ‘expiry of instrument rating’ should show the dates on which the candidate ratings had expired (renewal) or would expire (revalidation) prior to the check. This will aid the examiner in determining the new expiry dates in the event of a successful check.

The examiner should initial the box in the appropriate column (‘satisfactory at first attempt’, ‘satisfactory at second attempt’ or ‘unsatisfactory’) for each item checked. Sections ‘D’ and ‘E’ should only be completed for pilots operating for organisations holding the relevant approvals for the specific aircraft type involved.

If the check is conducted during more than one detail by more than one examiner then each examiner will initial only those items that he has personally checked. The form should show the name of all examiners, but the examiner who completes the test will fill in the ‘examiner’s certification’.

In the event of a partial pass or incomplete check the form should be retained until the check is complete. Once the check is complete the examiner should strike out ‘pass’ or ‘fail’ in the ‘overall result’ box. He should enter the new expiry dates for the candidate ratings in the spaces provided and then print his name, apply his stamp, sign and date the form in the ‘examiner’s certification’ section.
This form should be used when a skill test has been conducted without a full type rating course having been completed (i.e. for licence upgrade to ATPL or after completion of Airbus CCQ course). completion of training is not recorded on this form, but should be available in the training records of the approved training organisation.

Completion of the form

The first section of the form should be completed showing the name, rank and licence number of the candidate, and of the other crew member operating during the test. The date of assessment should be shown together with block timings for the test detail. Where the test was conducted during more than one detail all dates and block timings should be shown. If the test was conducted in an aircraft then ‘location’ should show the route and airfields at which the test was conducted. If the test was conducted in a simulator then ‘location’ should show the location of the simulator facility. The registration of the aircraft or the approval code of the simulator should be shown.

The examiner should initial the box in the appropriate column (‘satisfactory at first attempt’, ‘satisfactory at second attempt’ or ‘unsatisfactory’) for each item tested. If the test is conducted during more than one detail by more than one examiner then each examiner will initial only those items that he has personally checked. The form should show the name of all examiners, but the examiner who completes the test will fill in the ‘examiner’s certification’.

In the event of a partial pass or incomplete test the form should be retained until the test is complete. Once the test is complete the examiner should strike out ‘pass’ or ‘fail’ in the ‘overall result’ box, then print his name, apply his stamp, sign and date the form in the ‘examiner’s certification’ section.

7.5. DCA-PEL-05 ATPL Application and Report

This form is completed by applicants for upgrade to ATPL and must also be signed by the examiner who conducts the skills test.

The examiner should complete section 3. The date shown should be
the date on which the skills test was completed. If the test was conducted in an aircraft then ‘location’ should show the route and airfields at which the test was conducted. If the test was conducted in a simulator then ‘location’ should show the location of the simulator facility. The registration of the aircraft or the approval code of the simulator should be shown. The examiner should print his name and licence number, apply his stamp, sign and date the form.

7.6. DCA-PEL-06 Instructor / Examiner Authorisation Report

This form is used by DCA inspectors and Senior Examiners for recommendation for issue, renewal or revalidation of examiner’s authority or instructors ratings.

Completion of the form

The Senior Examiner or Inspector conducting the check should strike out those items which are not applicable in the ‘type of assessment’ section. Section A should be completed with the details of the candidate, the crew under check and aircraft/simulator.

Section B 1 should be used to record the type of test or check observed and the route and test/check content used by the examiner.

Section B 2 should record sufficient detail of how the candidate performed his duties to justify the decision to approve or deny the authorisation applied for. It should specify clearly how the candidate met, or failed to meet the standard required.

If the crew under check failed their assessment then the reason for this should be recorded in section B 3.

Section C should be used wherever a candidate is being assessed for issue, renewal or revalidation of an instructor’s certificate. This should be completed for revalidation of an examiner’s certificate so that the candidate’s instructor certificate can also be revalidated.

Section D should be completed for all examiner assessments. The appropriate boxes should be ticked to indicate the nature of the authority authorised.

The Senior Examiner/Inspector should then print his name and licence number, stamp sign and date the form in the spaces provided.