



Department of Civil Aviation  
Republic of Mauritius

**EXAMINER INSTRUCTION HANDBOOK  
AEROPLANE & HELICOPTER**

Issue: 04  
Revision: 00  
Date: 01 June 2021



REPUBLIC OF MAURITIUS

**DEPARTMENT OF CIVIL AVIATION**

Sir Seewoosagur Ramgoolam International Airport, Plaine Magnien

**EXAMINER  
INSTRUCTION  
HANDBOOK**

AEROPLANE AND HELICOPTER

Issue 4 Rev 0  
Dated 01 June 2021



Department of Civil Aviation  
Republic of Mauritius

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### FOREWARD

The purpose of this 4th. edition of Examiner Instruction Handbook (EIH) is to provide standardisation instructions and guidance in various aspects concerning the conduct of skill tests, proficiency checks and assessments of competence to holders of DCA issued MCAR PART-FCL licenses, providing all DCA certified examiners a tool to fulfil correctly their responsibilities.

With the introduction of MCAR PART-FCL and adding Examiners responsibilities and oversight requirements it is essential that examiners are using current and standardised procedures.

This Examiner Instruction handbook, Issue 4, Revision 0, dated 01 June 2021, has been prepared pursuant to Regulation 135 of the Civil Aviation Regulation 2007 and MCAR PART-FCL and supersedes "Guidance for Examiners" dated May 2013, Version 1.3, "instructions and Procedures for Examiners" dated 22 May 2015 Issue 2, Revision 0, "Examiner Instruction Handbook" dated 01 July 2020, Issue 3 Revision 0. The Examiner Instruction Handbook contains information concerning the privileges and responsibilities inherited in these certifications, instructions and procedures for conduct of the functions they certified.

Published Regulations or Rules and MCAR prevail above any instructions herein contained and additional references can also be obtained from DCA if required.

Examiners are expected to be thoroughly familiar with the applicable regulations related to their assignment and with the content of this handbook and to comply with the instructions herein. Any deviation from these instructions must have full approval and consent of DCA.

Any doubts that might arise, requiring clarification, comments and recommendations for changes in this handbook are very welcomed and may be submitted to the Director of Civil Aviation via the email [civil-aviation@govmu.org](mailto:civil-aviation@govmu.org)

**I POKHUN**  
Director of Civil Aviation



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## 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).

AMENDMENT	DATE	INSERTED BY	DATE
Original Issue Rev 3	May 2013	FOI	May 2013
Issue 2 Rev 0	22 May 2015	FOI	22 May 2015
Issue 3 Rev 0	01 July 2020	FOI	01 July 2020
Issue 4 Rev 0	01 June 2021	FOI	01 June 2021



## DEFINITION

**Airmanship.** The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

**Assessment of competence** - the demonstration of skill for the issue, revalidation or renewal of an instructor or examiner certificate.

**Candidate** - the person being tested or checked by the examiner applicant. This person may be a pilot for whom the test or check would be required, or the inspector of the authority who is conducting the examiner certification acceptance test.

**Certified examiner** - a holder of a MCAR PART-FCL licence that has complied with all requirements to be certified by DCA as an examiner to conduct exams to other holders of MCAR Licence.

**Exam(s)** - for the purpose of this handbook, the definition of 'exam(s)' is/are any skill test(s), proficiency check(s) or assessment(s) of competence.

**Examiner applicant** - the person seeking certification as an examiner.

**Inspector** - the DCA inspector conducting the exam or assessment of competence.

**Proficiency check** - the demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.

**Renewal** - the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

**Repeat Maneuver** - any item, maneuver or procedure repeated once by the applicant during a test or check at the discretion of the Examiner. Normally the repeat maneuver is necessary when minor errors have been committed and / or the correction required minor briefings from the Examiner.

**Retest Maneuver** – any item, maneuver or procedure fail and repeat by the applicant after retraining. The retraining can be conducted in the same session only for checks and not for tests (except the ATPL(A) skill test when combined with LPC or OPC).

**Revalidation** - the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

**Skill test** - the demonstration of skill for a licence or rating issue, including such oral examination as may be required.



## **AIR CREW REGULATION**

The Aircrew Regulation is thus composed of the Civil Aviation Requirement and seven annexes, which contain the rules for pilot licensing:

- MCAR - Part-FCL - FLIGHT CREW LICENCE
- Conversion of Foreign Licences
- Conversion of Foreign Licences
- MCAR - Part CC- Cabin Crew
- MCAR - Part-MED – MEDICAL
- MCAR - Part ORA - ORGANISATION REQUIREMENTS FOR AIRCREW
- MCAR – AOCR

Some extracts from this Regulation that concern flight examiners:

### **Subpart K – Examiners**

#### **FCL.1000 Examiner certificates**

*(a) General. Holders of an examiner certificate shall:*

*(1) hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privilege to instruct for them;*

*(2) be qualified to act as PIC on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.*

#### **FCL.1005 Limitation of privileges in case of vested interests**

*Examiners shall not conduct:*

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

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

*(2) when they have been responsible for the recommendation for the skill test, in accordance with FCL.030(b);*

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

#### **FCL.1010 Prerequisites for examiners**

*Applicants for an examiner certificate shall demonstrate:*

*(a) relevant knowledge, background and appropriate experience related to the privileges of an examiner;*

*(b) that they have not been subject to any sanctions, including the suspension, limitation*



or revocation of any of their licences, ratings or certificates issued in accordance with this Part, for non-compliance with the Civil aviation law and its Implementing Rules during the last 3 years.

#### **FCL.1015 Examiner standardization**

(a) Applicants for an examiner certificate shall undertake a standardization course, briefing or seminar provided by the authority or by an ATO and approved by the authority.

(b) The standardization course shall consist of theoretical and practical instruction and shall include, at least:

- (1) the conduct of 2 skill tests, proficiency checks or assessments of competences for the licences, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks;
- (2) instruction on the applicable requirements in this part and the applicable air operations requirements, the conduct of skill tests, proficiency checks and assessments of competence, and their documentation and reporting;
- (3) a briefing on the national administrative procedures, requirements for protection of personal data, liability, accident insurance and fees;
- (4) a briefing on the need to review and apply the items in (3) when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the authority is not the same that issued the examiner's certificate; and
- (5) an instruction on how to get access to these national procedures and requirements of other authorities when needed.

(c) Holders of an examiners certificate shall not conduct skill tests, proficiency checks or assessments of competence of an applicant for which the authority is not the same that issued the examiner's certificate, unless they have reviewed the latest available information containing the relevant national procedures of the applicant's authority.

#### **FCL.1020 Examiners assessment of competence**

Applicants for an examiner certificate shall demonstrate their competence to an inspector from the authority or a senior examiner specifically authorised to do so by the authority responsible for the examiner's certificate through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

#### **FCL.1025 Validity, revalidation and renewal of examiner certificates**

(a) Validity. An examiner certificate shall be valid for 3 years.

(b) Revalidation. An examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:

- (1) conducted at least 2 skill tests, proficiency checks or assessments of competence every year;
- (2) attended an examiner refresher seminar provided by the authority or by an ATO





*and approved by the authority, during the last year of the validity period.*

*(3) One of the skill tests or proficiency checks completed during the last year of the validity period in accordance with (1) shall have been assessed by an inspector from the authority or by a senior examiner specifically authorised to do so by the authority responsible for the examiner's certificate.*

*(4) When the applicant for the revalidation holds privileges for more than one category of examiner, combined revalidation of all examiner privileges may be achieved when the applicant complies with the requirements in (b)(1) and (2) and FCL.1020 for one of the categories of examiner certificate held, in agreement with the authority.*

*(c) Renewal. If the certificate has expired, applicants shall comply with the requirements of (b)(2) and FCL.1020 before they can resume the exercise of the privileges.*

*(d) An examiner certificate shall only be revalidated or renewed if the applicant demonstrates continued compliance with the requirements in FCL.1010 and FCL.1030.*

### **FCL.1030 Conduct of skill tests, proficiency checks and assessments of competence**

*(a) When conducting skill tests, proficiency checks and assessments of competence, examiners shall:*

*(1) ensure that communication with the applicant can be established without language barriers;*

*(2) verify that the applicant complies with all the qualification, training and experience requirements in this Part for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken;*

*(3) make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.*

*(b) After completion of the skill test or proficiency check, the examiner shall:*

*(1) inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal;*

*(2) in the event of a pass in a proficiency check or assessment of competence for revalidation or renewal, endorse the applicant's licence or certificate with the new expiry date of the rating or certificate, if specifically, authorised for that purpose by the authority responsible for the applicant's licence;*

*(3) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the authority responsible for the applicant's licence, and to the authority that issued the examiner certificate.*

*The report shall include:*

*(i) a declaration (certificate of completion for skill test) that the examiner has received information from the applicant regarding his/her experience and instruction, and found that experience and instruction complying with the applicable requirements in this Part;*

*(ii) confirmation that all the required maneuvers and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;*



- (iii) the result of the test, check or assessment of competence;*
- (iv) a declaration that the examiner has reviewed and applied the national procedures and requirements of the applicant's authority if the authority responsible for the applicant's license is not the same that issued the examiner's certificate;*
- (v) a copy of the examiner certificate containing the scope of his/her privileges as examiner in the case of skill tests, proficiency checks or assessments of competence of an applicant for which the authority is not the same that issued the examiner's certificate.*

*(c) Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence (AoC) performed and their results.*

*(d) Upon request by the DCA authority responsible for the examiner certificate, and for the applicant's license, examiners shall submit all records and reports, and any other information, as required for oversight activities.*

## **EXAMINERS PRIVILEGES**

### **Examiner Certificate**

The following categories of examiner are defined:

- FE Flight Examiner
- TRE Type Rating Examiner
- CRE Class Rating Examiner
- IRE Instrument Rating Examiner
- SFE Synthetic Flight Examiner
- FIE Flight Instructor Examiner
- SE Senior Examiner

Only training or exams corresponding to those privileges must be conducted and will be accepted. The issue of this privileges enables the holder to conduct training or exams to holders of DCA pilot licenses only.

Failure to comply with Examiner privileges will render the exam invalid and further actions may be taken by DCA.



### Examiner Privileges

Table below summarizes the different categories of examiners apply to each category of aircraft and the referral to the respective prerequisites and privileges.

Category of aircraft	Category of examiner	Specific prerequisites and conditions of each category of examiner	Privileges of each category of examiner
<b>AEROPLANE</b>	FE (A)	FCL. 1005. FE (a) & FCL. 1010. FE	FCL. 1005. FE (a) (1) (2) (3) (4) (5)
	TRE (SPA)	FCL.1010.TRE (a) (2) (3) (4)	FCL.1005.TRE (a) (1) (2) (4) (5)
	TRE (A) (MPA)	FCL.1010.TRE (a) (1) (3) (4)	FCL.1005.TRE (a) (1) (2) (3) (4) (5)
	SFE (A)	FCL.1010.SFE (a)	FCL.1005.SFE (a) (1) (2) (3) (4) (5)
	CRE (A)	FCL.1010.CRE	FCL.1005.CRE (a) (b) (1) (2) (3) (c)
	IRE (A)	FCL.1010.IRE (a)	FCL.1005.IRE
	FIE (A)	FCL.1010.FIE (a)	FCL.1005.FIE (a)
<b>HELICOPTER</b>	FE (H)	FCL. 1005. FE (b) & FCL.	FCL. 1005. FE (b) (1) (2) (3)

		1010. FE	(4)
	TRE (H)	FCL.1010.TRE (b)	FCL.1005.TRE (b) (1) (2) (3) (4)
	SFE (H)	FCL.1010.SFE (b)	FCL.1005.SFE (b) (1) (2) (3) (4)
	IRE (H)	FCL.1010.IRE (b)	FCL.1010.IRE
	FIE (H)	FCL.1010.FIE (b)	FCL.1005.FIE (b)
<b>POWERED-LIFT</b>	TRE (PL)	FCL.1010.TRE (a) (1) (3) (4)	FCL.1005.TRE (a) (1) (2) (4) (5)
	SFE (PL)	FCL.1010.SFE (a)	FCL.1005.SFE (a) (1) (2) (3) (4) (5)
<b>SAILPLANE</b>	FE (S)	FCL. 1005. FE (d) & FCL. 1010. FE	FCL. 1005. FE (d) (1) (2) (3) (4)
	FIE (S)	FCL.1010.FIE (c)	FCL.1005.FIE (c)
<b>BALLOON</b>	FE (B)	FCL. 1005. FE (e) & FCL. 1010. FE	FCL. 1005. FE (e) (1) (2)
	FIE (B)	FCL.1010.FIE (c)	FCL.1005.FIE (c)
<b>ALL</b>	SENIOR	AMC1 FCL. 1020; FCL. 1025	AMC1 FCL. 1020; FCL. 1025

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The categories of FE, TRE, CRE and SFE are specifically associated with the aircraft type or class qualifications and their Instructor certificates held and valid on flight crew license and for which the applicant complies with all requirements and conditions.

The remaining categories of Examiner (IRE and FIE) are of general scope without specifying any particular type or class.

### **Examiner List**

DCA maintains a list of examiners certified. This list contains all DCA certified examiners. Examiners not certified are not displayed.

The list contains the name of the examiner, Certificate number and validity, the privileges granted and respective class/type of aircraft and if required by the examiner his telephone number and email.

This list is updated. In other words, all examiners displayed are the examiners with an Examiner Certificate, at the moment that the list is accessed. This list is updated on the date referred to in. In other words, all examiners displayed are the examiners with a valid Examiner Certificate, on that date of issue.

### **Non-DCA Examiners**

Examiners certified by other ICAO contracting state wishing to conduct exams to holders of DCA issued PART-FCL licenses, must comply with internal procedure available under request.

The conduct of assessments of competence by Non-DCA examiners for examiner / instructor's certificates to holders of DCA issued PART-FCL licenses is restricted and will be only accepted under very special circumstances and only when dully justified.

Failure to comply with Examiner privileges will render the exam invalid and further actions may be taken by DCA.

### **Safety Considerations**

DCA emphasizes the observation and compliance of safety rules and policies. This is particularly important for exams conducted on aircraft.

Below several main safety aspects are detailed, but obviously not limited to those here detailed:

- a) Planning of the exam and its conduct, shall strictly comply with the limitations stated in the applicable, valid and updated AFM, AOM or POH and OM.
- b) Particular care regarding fuel planning and mass & balance calculations is recommended.
- c) Weather minima are applicable as published in the Regulations and/or OM, whichever is higher/more restrictive.

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- d) Flight profile will be briefed, with particular emphasize on malfunction and emergency procedures to be executed.
- e) Roles of crewmembers in case of an actual emergency will be clearly briefed and acknowledged.
- f) Required documentation (of crew, aircraft and any other necessary/applicable) shall always be checked prior to flight and shall always be on board the aircraft for the conduct of the exam. These documents shall be valid in accordance with Rules and Regulations.
- g) A proper pre-flight inspection will be carried out and a briefing on emergency evacuation performed between crew members.
- h) Carriage of passengers that do not have any necessary or relevant function for the exam is forbidden.
- i) Handover of aircraft controls (when and if applicable) shall be done in a clear and unambiguous way.
- j) Malfunctions and emergencies will always be simulated. Actual engine shut down on the aircraft is only allowed to be performed if required by the rules established in PART-FCL Appendixes, according to AFM, AOM or POH procedures and at a safe altitude.
- k) Use of screens shall be carefully used and managed. It is strongly recommended that in VMC conditions the examiner always has a clear and unobstructed view of the outside.
- l) During flight, conversation should be kept to a minimum, except to advise the next exercise or in case a potential situation that might affect flight safety evolves.
- m) Negative or conflicting comments shall be avoided and left for the debriefing, after the flight is completed.

For exams / tests conducted (in whole or in part) in Mauritius territory, the AIP and/or VFR Flight Manual shall be consulted and used.

Caution: a « designated » Examiner is the examiner requested to conduct the test on behalf of DGAC. An « accepted » Examiner is the examiner proposed to DGAC and accepted to conduct the test

## **DCA PROCEDURES**

The procedure for issuance the examiner certificate consists in four distinct phases, namely:

### **Issuing of Examiner Certificate**

1. Application for obtaining examiner certificate.
2. Examiner Standardization Course (ESC).
3. Assessment of competence (AoC).
4. Issuing of examiner certificate.

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## Application for obtaining Examiner Certificate

For obtaining an examiner certificate the applicant must complete and submit the applicable "Initial Application for Examiner Certificate" for the respective aircraft category by attaching the respective documentation and submit to the DCA.

The submission can be conducted by the organization for which the pilot is working. Documentation attached to the form Initial Application for Examiner Certificate:

- a) Copy of DCA flight crew;
- b) Copy of DCA medical certificate (not applicable to applications to SFE);
- c) Presentation of flight log book updated to the delivery date of the application;
- d) Statement issued by the Operator or Training Organization attesting the mandatory flying experience necessary for the fulfilment of prerequisites and requirements laid down in the Regulation and which is may not be proven by analysis of log book of flight, namely:
  - i.     hours as instructor trainer,
  - ii.    hours as an instrument instructor,
  - iii.   hours as an instructor for type qualification.

The originals of personal documentation than by their nature should not be retained in the DCA will be returned to the applicant. All copies will be authenticated with the stamp "AS ORIGINAL" dated and signed by the ATO. DCA accepts copies stamped and signed by Operators or Training Organizations representatives.

## Application Analysis

The application analysis consists in administrative verification of evidences (experience, pre-requisites, ...)

In the reception of the application the DCA officer will analyse the process and the support documentation, in order to start to build the Examiner Folder.

In the event of purely documental deficiency must be requested to the applicant to correct the same. This request must be made by email. Copies of these requests should be attached to the process.

If the deficiencies are not corrected within six months, the process is considered closed. The ATO in charge of preparing the process must ensure the communication by letter to the applicant of such fact.

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The DCA officer will check if the applicant satisfies the prerequisites referred to normative FCL.1000 (a):

- a) hold an equivalent license, rating or certificate to the ones for which they are authorized to conduct skill tests, proficiency checks or assessments of competence; and
- b) the privilege to instruct for them; and
- c) be qualified to act as PIC on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.

The following step is the analysis of the prerequisites established in FCL.1010 and correspondent AMC1, with respect to the personality, character and background, focusing on the following aspects:

**Penalties:**

Is not eligible as a candidate, examiner on whose individual process included sanctions, including the suspension, limitation or revocation of any licenses, qualifications or certificates issued in accordance with Part-FCL for noncompliance with regulations in the 3 Years prior to the date of submission of the application.

For verification of requirement “Penalties” above will be assess the individual pilot folder Finally, will be analyzed the specific requirements for the(s) category(s) of intended Examiner Certificate as set out in sections 2 to 7, Subpart K of Part-FCL and listed in the “Initial Application for Examiner Certificate”.

After the review the Licensing Office will propose the acceptance or rejection of the application giving its reasons.

The application rejection results from the failure of any common, general requirements and prerequisites or all the specific prerequisites and conditions applicable to the examiner applicant.

The acceptance means compliance with all the requirements applicable to the Examiner category requested by the applicant. The compliance with all the requirements applicable to the Examiner category requested by the applicant must be evidenced.

The above evidences shall be recorded and ratified by signature in the appropriate checklist field and:

- a) the rejection of the application notice to the applicant in a letter signed by the PEL Office;
- b) the acceptance of the application and simultaneously authorization for the completion of Examiner Standardization Course (ESC), by email to the applicant by the Inspector.

**Examiner Standardization Course (ESC)**

The ESC will comply with FCL.1015 defined in the Section 1, Subpart K of annex I (Part-FCL) and correspondent AMC1, AMC2 and GM1. Briefly, the ESC consists of two parts: one theoretical and the other practical.

The ESC theoretical component comprise the attendance of a full Examiners Seminar conducted by the DCA and or ATO.

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The ESC practical component should occur only after the frequency of Examiners seminar and will be held by the organization in which the candidate holds an employment and under the supervision of an examiner of the appropriate category on the applicable type linked to the same organization or alternatively one DCA inspector or examiner appointed by PEL Section.

As stipulated in the AMC1 FCL.1015 (d) (5), the practical training will be held in aircraft if they are requested to conduct practical tests privileges in aircraft. If the applicant intends to conduct practical tests for privileges in FSTD must be conducted practical training sessions in FSTD. Each practical training session will be evaluated by the DCA inspector or the examiner who conducts the training session and must be filled in the DCA-PEL-17. This form should be submitted to the DCA as soon as possible.

In the case of a training session be assessed as "Unfit" this will have to be repeated. The Examiner will examine the causes of the failure, making the recommendations considered appropriate to the case, before the repetition of the training session.

In the event of the applicant fail 3 training sessions (including any repetitions of unfit sessions), the ESC will be immediately considered as completed without success and the candidate considered unfit for obtaining examiner certificate, getting barred from applying for examiner certificate for a period of three years from the date of the last failed test.

If the ESC is considered as completed successfully, will be approved the realization of an Assessment of Competence (AoC), being appointed an Inspector DCA in first instance or a Senior Examiner specific nominated for that assessment.

The above determinations will be recorded and ratified by references in the appropriate checklist being the ESC result:

- a) without successful and consequent inability to obtain examiner certificate be communicated by letter signed by the PEL Office;
- b) approval as well as the appointment of Inspector DCA to conduct the AoC communicated by email to the applicant.

### **Examiner Assessment of Competence**

Prior notification to DCA for AoC. This notification is performed by the applicant or the organization, previous of the proposed date with at least 15 (fifteen) days. The notification intends to allow DCA to monitor the examination and appoint a DCA Inspector or, nominate a senior examiner for that test. The form to be used in that assessment is the DCA-PEL-18.

### **Issuing an Examiner Certificate**

The examiner certificate will be issued after successively complete the AoC and will have the same reference has the pilot license number reference. The validity of the examiner certificate and associated privileges will be of 3 years in accordance with the FCL.1025 (a) from the date of the AoC and it shall extend the validity period until the end of the relevant



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month.

The privileges for conducting practical examinations, are granted in accordance with the training carried out on the ESC with regard to training sessions in aircraft, in FSTD or with instruments. In this way it is considered that:

- i. training sessions conducted exclusively in aircraft, limits the examiner to practical tests on that equipment, being limited to examining the category "a/c only" on the certificate.
- ii. training sessions conducted exclusively in FSTD, limits the examiner to practical tests on that equipment, being limited in the examiner certificate to FSTD category certificate. This limitation depends on FSTD qualification used, (FFS, FNPT, FTD, etc.), and the privilege / limitation on the certificate will be dependent on the same privileges / limitations has is Instructor certificate. Examples: FFS only, FNPT II only, etc.;
- iii. training sessions conducted in aircraft and FSTD, allow examinations in both equipment, being shown on the certificate the reference of both cases and taking into account the reference of the qualification level of the FSTD, as the preceding paragraph. Examples: A/c & FFS, A/c & FNPT II, etc.
- iv. should be taken into account the fulfilment of four instrument check profiles training sessions of the ESC, with profile of instruments for assigning privileges associated with the conduct of practical examinations for qualification of instruments (IR).

On reception of his certificate the examiner will allow him to start his activity as examiner.

The examiner shall undertake to act in accordance with the regulations and standards established by the DCA, as well as acting with professionalism, competence and impartiality required in such role. He also must to provide additional information that he authorizes to be published in the list of examiners.

## REVALIDATION OF EXAMINER CERTIFICATE

For revalidation of examiner certificate, the examiner must:

- attend an examiner refresher seminar provided by DCA or by an ATO approved by DCA, during the last year of the validity period, and;
- have conducted at least 2 skill tests, proficiency checks or assessments of competence every year of the certificate validity.

**Note 1:** will be taken as a reference to comply with this requirement, the 12 months period from the date of the certificate issue and not the calendar year.

**Note 2:** Compliance with this requirement is the sole responsibility of the examiner, which will be checked by practical tests carried out and reported to DCA. One of the skill tests or proficiency checks completed during the last year of the validity shall have been assessed by a DCA Inspector or by a Senior Examiner specifically authorized by the DCA to do so.

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**Note 3:** This AoC can only be conducted after compliance with one examiner refresher seminar and shall be notified at least fifteen (15) days from the proposed date of assessment proposing a Senior Examiner for that assessment. The DCA can accept this senior examiner or alternatively, appoint another senior examiner or DCA Inspector for that assessment.

**Note 4:** The form to be used for this assessment, will be the form “DCA-PEL-18 Examiner Assessment of Competence (AoC)” of which:

- (i) The examiner must obtain an assessment of "PASS";
- (ii) In the event of AoC not be completed successfully, the examiner will lose immediately the privileges associated with your certificate of examiner and the DCA Inspector or senior examiner forthwith inform the examiner and the DCA. In this case, an Approved Training Organisation shall deliver the required refresher/remedial training prior to the applicant reattempting the assessment of competence in accordance with the proposition made by the DCA Inspector or Senior Examiner.

The applicant must provide evidence of this training to the DCA Inspector/Senior Examiner who conducts the next assessment of competence.

In case of AoC not be completed successfully, an Approved Training Organisation shall deliver the required refresher/remedial training prior to the applicant reattempting the assessment of competence in accordance with the proposition made by the DCA Inspector or Senior Examiner. The applicant must provide evidence of this training to the DCA Inspector/Senior Examiner who conducts the next assessment of competence.

**Note 5:** In the case of another FAIL in the additional AoC referred in the previous paragraph the examiner will be barred for issuing the examiner certificate for a period of three years from the date of the last AoC. The examiner must attend an examiner refresher seminar provided by DCA or by an ATO approved by DCA, during the last year of the validity period.

**Note 6:** will be taken as a reference to comply with this requirement, the 12 months period from the date of the certificate validity date.

**Note 7:** Compliance with this requirement is the sole responsibility of the examiner.

When the applicant for the revalidation holds privileges for more than one category of examiner, combined revalidation of all examiner privileges may be achieved when the applicant complies with all the requirements for one of the categories of examiner certificate held, in agreement with DCA.

After fulfilling these requirements, the examiner shall complete and submit the “DCA- PEL-16 - Application for Revalidation or Renewal of Examiner Certificate”, accompanied by the following documentation:

- 1) Copy of flight crew licence Part-FCL issued by DCA;
- 2) Copy of medical certificate Part-Med (not applicable to SFE);

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- 3) Presentation of flight log book updated;
- 4) Form "DCA-PEL-18 Examiner Assessment of Competence"; and
- 5) Copy of the form of the examination carried out during the AoC.

## RENEWAL OF EXAMINER CERTIFICATE

The examiner certificate renewal follows the FCL.1025 (c); FCL. 1025 (b) (2) and FCL. 1020 Subpart K of Annex I - Part-FCL. It is considered that a renewal takes place when the examiner certificate has expired. Thus, the requirements for renewal will have to be held after the date of expiry of the certificate.

Will not be accepted any requirements have been fulfilled during the validity of the certificate.

The examiner will have to carry out the theoretical component of the ESC in the 12 months prior to the date of submission of the renewal process.

Depending on the examiner certificate expiry time, the refreshing training (which are based on ESC), must be in accordance to a proposed program acceptable by DCA under the supervision of an examiner of the appropriate category on the applicable type or a DCA Inspector.

The examiner must comply with one AoC conduct under a DCA Inspector or by a Senior Examiner specifically authorised to do so by the DCA.

**Note 1:** Compliance with this requirement is the sole responsibility of the examiner.

**Note 2:** Refreshing workout sessions need DCA prior approval.

**Note 3:** Refreshing training records should be submitted to the DCA.

**Note 4:** The AoC can only be conducted after compliance with the theoretical and training component and shall be notified at least fifteen (15) days from the proposed date of assessment proposing a Senior Examiner for that assessment. The DCA can accept this senior examiner or alternatively, appoint another senior examiner or DCA Inspector.

**Note 5:** The form to be used for this assessment, will be the form "DCA-PEL-18 Examiner Assessment of Competence (AoC)" of which:

- (i) The examiner must obtain an assessment of "PASS";
- (ii) In the event of AoC not be completed successfully and the DCA \ Inspector or senior examiner forthwith inform the examiner and the DCA.

In case of fail the AoC an Approved Training Organisation shall deliver the required refresher/remedial training prior to the applicant reattempting the assessment of competence in accordance with the proposition made by the DCA Inspector or Senior Examiner.

The new AoC must be conducted under supervision of a DCA Inspector.

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**Note 6:** In the case of another FAIL in the additional AoC referred in Note 2, the examiner will be barred for issuing the examiner certificate for a period of three years from the date of the last AoC.

The examiners wishing to renew their examiner certificate must apply through the submission of the following documentation:

- (a) Copy of flight crew licence Part-FCL issued by DCA;
- (b) Copy of medical certificate Part-Med (not applicable to SFE); (c) Presentation of flight log book updated flight;
- (d) Form DCA-PEL-16; and
- (e) Form DCA-PEL-18

### **EXTENSION OF EXAMINER PRIVILEGES**

The extension of privilege occurs when a valid examiner certificate holder intends to extend their privileges to:

- a) a new category of aircraft; or,
- b) a new category of examiner; or
- c) a new class or type of aircraft; or
- d) add privileges associated with one examiner category.

An examiner certificate holder in a category of aircraft (aeroplane, helicopter, sailplane, balloon or airship), can extend his privileges to another category of aircraft complying as first certificate issue. With regard to the ESC, is credited the theoretical component element and should be carried out in total the practical element as it was for first examiner certificate issuing. An examiner who wishes to extend his privileges to a new category of Examiner (FE, TRE, CRE, SFE, IRE, FIE), must to comply with the prerequisites, requirements, and conditions applicable to the new category.

Additionally, the applicant should:

- (a) perform at least one training session in the role of the new category of examiner supervised by a DCA Inspector or by an examiner of the appropriate category on the applicable type; and,
- (b) perform a new AoC in the role of the new category of examiner supervised by a DCA Inspector or by a Senior Examiner specifically authorised by the DCA to do so.

An examiner who wishes to extend his privileges to a new class or type of aircraft or add privileges to a category of examiner, must comply with the prerequisites, requirements, and conditions applicable to that class or type.

The definition for supervised training and/or conducting one new AoC in accordance with the intend type or privilege depends on the operational suitability data (OSD) established by the manufacturer, or in their absence, determined on a case by case basis, taking into account the following variables:

- (a) differences between classes or types of aircraft (for example SEP/MEP);

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- (b) differences between families of aircraft types;
- (c) differences between aircraft manufacturers.

The AoC shall be conducted by a DCA Inspector or by a Senior Examiner specifically authorized by the DCA to do so. The documentation applicable to support the application request is the DCA-PEL-15.

## SENIOR EXAMINER

The appointment of Senior Examiners is based in AMC1 FCL.1020 and FCL.1025. The Senior Examiners responsibilities are:

- (a) Conduct AoC to examiner applicant;
- (b) Conduct AoC to revalidate or renew examiner certificates.

An examiner may apply to be appointed as Senior Examiner, through the submission of “DCA-Form 15 PEL – Application for extension of privileges on Examiner Certificate” will be applicable.

The PEL may also propose to an examiner to be nominate as senior examiner, based in propositions presented by DCA Inspectors and if considerable necessary.

The following requirements must be applicable to a Senior Examiner applicant:

- (a) must hold a valid examiner certificate; and,
- (b) must have experience and credibility for the exercise of that privilege; and,
- (c) must have exercised the privileges of examiner for a period exceeding 3 years; and,
- (d) must have conducted a minimum of 15 practical exams; and,
- (e) cannot have in his records the flight crew license, qualifications or certifications limited, suspended or revoked; and,
- (f) cannot have in his records the examiner certificate suspended, restricted or revoked; and,
- (g) cannot fail in the last 3 years his AoC; and,
- (h) must have attended a seminar for Senior Examiners provided by DCA in the 12 months prior to the application.

The privilege of senior examiner will be revalidated, since the examiner has:

- (a) a valid examiner certificate; and,
- (b) supervised at least one AoC, or one training session include in the ESC or one examiner refreshing session, during the period of validity of the nomination;
- (c) not have in his records the flight crew license, qualifications or certifications limited, suspended or revoked; and,
- (d) not have in his records the examiner certificate suspended, restricted or revoked; and,
- (e) must have attended a seminar for Senior Examiners provided by DCA in the 12 months prior to the revalidation; and,
- (f) conduct role as examiner in one Training Organisation or Operator.

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The privilege of senior examiner will be renewed, if the examiner applies for the effect, being applicable the provisions for first appointment as senior examiner.

The Senior Examiners seminar attendance will take 3 hours and is mandatory for examiners seeking, revalidation or renewal this privilege and will be taken within the 12 months period from the date of the certificate validity date. This seminar does not substitute the regular Examiners Seminars.

The program of the seminar to Senior Examiners, is the following:

- (a) Mauritius Civil Aviation Regulations;
- (b) Role of the Senior Examiner;
- (c) Assessment of competence for examiner;
- (d) Most common errors from examiners;
- (e) National Administrative Procedures if applicable;
- (f) DCA present and future goals.

#### **EXAMINER FROM OTHER ICAO CONTRACTING STATES**

In MCAR-FCL. 1000 (c), section 1, Subpart K, Annex I - Part-FCL it is state the possibility to issue a certificate to one examiner holding a pilot's license issued by other ICAO contracting State in accordance with Annex 1 of ICAO.

That issuance is applicable for skill tests and/or proficiency checks conducted in an ATO located outside the territory of the State of Mauritius. DCA will accept also assessment of competence (excluding initial assessment of competence) until the regulation is revise to include those tests.

An applicant for the issuance of examiner certificate under these conditions should:

- (a) holds at least an equivalent license, rating, or certificate to the one for which they are authorized to conduct skill tests, proficiency checks or assessments of competence, and in any case at least a CPL;
- (b) complies with the requirements established in the Subpart K for the issue of the relevant examiner certificate; and
- (c) demonstrates to DCA an adequate level of knowledge of Mauritius aviation safety rules to be able to exercise examiner privileges in accordance with Part- FCL.

The process of issuing these examiners certificates is virtual because DCA will not issue formal individual certifications. DCA will accepted examiners certificates of pilots working under Approval Training Organizations while safeguarding the following additional procedures:

- (a) The ATO by the way of a declaration must express interest in certification of their examiners;
- (b) The applicant must receive an examiner briefing from DCA previously sent by DCA to the ATO;
- (c) The ATO must register and ensure that the examiner have read and understood the DCA briefing;



- (d) The examiner shall declare in the DCA forms for the applicable test that have received and understood the DCA briefing;
- (e) The examiner shall include in the DCA form for the applicable test copy of his original examiner certificate / authorization.

An examiner certificate will be considered as issued, limited to the privileges of the original certification / authorization of that examiner and to conduct specific skill test and/or proficiency check and/or assessment of competence for revalidation process:

- (i) outside the territory of the State of Mauritius, and
- (ii) under the training scope of the sponsor ATO, and
- (iii) to pilots who have sufficient knowledge of the language in which the test/check is given.

The validity of this certificate will be the same as the original examiner certificate issued by that ICAO contracting state, or when applicable, to the validity of the internal authorization issued by aircrafts manufactures.

In special cases DCA may accept flight examinations performed by Examiners not include in ATO environment. In this case DCA prior approval must be granted.

Any Mauritius pilot license process involving non-DCA Examiners must include:

- a) Copy of the original Examiner certificate (or authorization if aircraft manufactures);
- b) Applicable form ticked with declaration related to Non-DCA Examiners briefing;
- c) Applicable form with clear Examiner identification;
- d) Applicable form signed by the Examiner.

Pilots holding examiner certificate issued by other ICAO contracting State and holding a Mauritius pilot license can obtain an examiner certificate Part-FCL issued by DCA. The process of issuing these examiners certificates will respect the procedures laid down for Issuing of Examiner Certificate except in the ESC requirements.

The assessment for that application must be done in case-by-case basis but the minimum requirements applicable (ESC) for issue a DCA examiner certificate are:

- (a) Examiners seminar of one day conducted by DCA;
- (b) Comply with one AoC conduct under a DCA Inspector or by a Senior Examiner specifically authorized to do so by the DCA

## **EXAMINERS REFERENCES**

### **Verification of Licenses, Rating Certifications and Medical Validity**

It is an individual's responsibility to ensure that the license, medical, ratings and certificates are valid before acting as the member of a flight crew. However, examiners should invariably check an applicant's license and medical certificate to ensure that any rating or certificate renewed or revalidated as a result of a flight check, or by experience, will be valid. For any check, test or assessment of competence that requires the applicant's license to be reissued, the applicants will be required to have a current medical certificate. DCA will not re-issue a license unless the applicant has a current medical certificate.

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## Verification for Training and Log book

Applicants for any skill test must have completed all of the required training before the flight exam and have been recommended (in writing) for the test by the organization or person responsible for the training. Before any skill test all relevant Theoretical Knowledge (TK) examinations must have been passed.

The applicant's training records and personal flying log book must be made available to the examiner. The examiner must verify that the applicant complies with all the qualification, training and experience requirements in Part FCL for the issue, revalidation or renewal of the license, rating or certificate for which the skill test, proficiency check or assessment of competence is taken.

If the examiner is satisfied that all relevant documentation is in order he may proceed with the flight exam; however, if the inspection of the documentation raises any concerns as to the fitness or qualification of the individual to take the test or to exercise the privileges which a pass would confer, the examiner should refer the matter to the DCA for confirmation that he may proceed with the test.

After completion of the skill test or proficiency check, the examiner will complete the examiner's report which will include a declaration that he has checked information from the applicant regarding his/her experience and instruction and found that experience and instruction comply with the applicable requirements in Part-FCL.

Copies of the report must be made for, the applicant, the examiner and the DCA.

## Exams Duration

### Assessment of Competence

Assessment of competence for	Total duration (1)	Duration of flight / session	
		Initial issue	Rev. or Renewal
FI / CRI / IRI a/c	4 Hours	90 Min	60 Min
TRI a/c			
MCCI / SFI / TRI fstd		180 Min	
Examiner		Duration of the test conducted	

(1) including pre-flight, briefing and preparation, conduct of assessment of competence, debriefing, evaluation of the applicant and documentation.



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### Skill test / Proficiency test

Test for	Total duration (1)	Duration of flight /session
SP Class rating (VFR Only)	3 Hours	45 Min
PPL		90 Minutes including navigation section
CPL (VFR Only)		
IR		
SP type or class rating (2)	4 Hours	60 Min
FI		120 Min
CPL/IR		
MPL		
ATPL		
SP HPCA		
MP type rating		

- (1) including pre-flight, briefing and preparation, conduct of the test, debriefing, evaluation of the applicant and documentation.
- (2) in case the route sector is required to be conducted during the proficiency check for revalidation of a class or type rating, as foreseen in FCL. 740.A(a)(2)(ii), 15 minutes shall be added to the duration of the flight/session.

### Daily Number of Exams

The following guidance is taken from GM1 FCL.1015 (a), however the Examiner can plan on the more conservative figure.

An examiner should plan per day not more than: Skill test / Proficiency test

Test for	Daily maximum
LAPL	<b>4</b> Skill test or proficiency checks
SPL	
BPL	
SP type rating	
MP type rating (LPC or OPC)	<b>4</b> Proficiency checks combined in 2 sessions
PPL	<b>3</b> Skill tests or proficiency checks
CPL	
IR	
Class rating	
Class rating or SP type rating with IR	
CPL & IR (combined)	<b>2</b> Skill tests
ATPL	<b>2</b> Assessment of competence
Instructor Certificate	
Examiner Certificate	

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In the case of the combination of different exams, checks or assessments of the table above, **the examiner must never exceed three exams in the same day.**

### **Aircraft / FSTD approval**

Before undertaking a test or check an applicant will verify that the aircraft or FSTD intended to be used is suitable and appropriately equipped for the test or check.

If FSTD is used for the test their qualification certificate and recurrent evaluation must be update and remaining in compliance with the applicable requirements.

The Approved Training Organization or person responsible for the training of the applicant shall be responsible for ensuring that the aircraft/FSTD used for test meets the appropriate standard. On the day of the test, should the examiner determine that the aircraft/FSTD is not fit for the purposes of the scheduled test/check (for example: unserviceable ancillary equipment, systems, instruments or radio navigation aids) the Head of Training should be informed and given every reasonable opportunity to rectify the issue.

Where the issue cannot be rectified, or will result in an unreasonable delay, the examiner, acting in his absolute discretion, may cancel the test. In these circumstances all test fees may be forfeited and, when necessary, a new booking for test will be required and will be subject to appropriate fee(s).

Where private aircraft are used for test, the previous paragraph applies except that the owner/operator is responsible for ensuring the aircraft is suitable for use on test.

A test or check flight will be conducted in accordance with the AFM and, if applicable, the AOM and will be conducted within the limitations contained in the applicable operations manual.

The examiner must also check the status of the aircraft Certificate of Airworthiness and Airworthiness Review Certificate.

### **Simulated Instrument Flying**

Where flight is required to be conducted by reference solely to instruments, the ATO is responsible for providing a suitable means of ensuring that the applicant is denied external visual reference.

The Head of Training of the ATO is responsible for providing a means of limiting external visual reference for the applicant that ensures all required maneuvers and procedures are conducted by sole reference to instruments, whilst not restricting the examiner's ability to conduct an effective lookout.

When maneuvers are to be flown by sole reference to instruments, the examiner should ensure that a suitable method of screening is used to simulate IMC (AMC2 FCL.1015 (u)). Where there is doubt of the efficacy of the view limiting device(s) the matter should be referred to one of the CAA Staff Flight Examiners.

### **Dummy Applicant for Examiner Assessments of Competence**

For the assessment of competence for certain examiner certificates it is often necessary to use a dummy applicant.

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This may be the Senior Examiner (SE) himself acting as an applicant whilst conducting the assessment, as in the case of FE (PPL) and FIE certification, or another SE plus an inspector as in the case of initial certification as FE (CPL), TRE, IRE and CRE (with IR revalidation/renewal privileges).

The dummy must act as an applicant in all respects and should have available the relevant paperwork to show the examiner when requested. During the flight it is important that the applicant makes some errors (whether by accident or design is immaterial) so that the examiner may observe, exercise judgment, assess and have something to debrief. The errors are also important so that the examiner can be seen administering the application and report forms and detailing retesting and further training if appropriate. This will help to show that the examiner understands his duties. A 'PASS' with no errors would prove very little. The dummy must not make the mistakes too subtle nor set any traps for the examiner; he must try to reproduce a typical flight from a marginal candidate. Thus, the person acting as the dummy applicant needs to be an experienced examiner.

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

The Senior Examiner may override this decision if necessary.

### **Carriage of passengers**

There are a significant number of risks relating to the carriage of passengers on test/check flights. For this reason, examiners are strongly discouraged from carrying passengers during test/check flights for the issue, renewal or revalidation of licences, ratings or certificates. Should carriage of a passenger be considered necessary, examiners should obtain permission from DCA.

Trainee examiners observing the conduct of flight tests are not considered to be passengers for the purpose of this training.

### **Examiner principles**

The examiner is to:

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

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



## **Examiner basic principles**

- a. An examiner will ensure that an applicant completes a test or check in accordance with Part-FCL requirements and is assessed against the required test or check standards. All the maneuvers and procedures set out in the appropriate test schedule must be undertaken. Some test/check schedules list mandatory (M) items which are the minimum requirements; but the remaining items remain optional for the examiner to pursue at his discretion provided that they are briefed prior to flight.
- b. Each item within a test or check section should be completed and assessed separately. The test or check schedule, as briefed, should not normally be altered by an examiner.
- c. For some tests a failed item in a section results in that section being failed; the re- test requires the entire section to be taken again. For other tests and checks a failed item does not fail the entire section; only the failed item is taken again. Examiners must be clear which conditions apply for each test or check.
- d. Marginal or questionable performance of a test or check item should not influence an examiner's assessment of any subsequent items.
- e. An examiner should verify the requirements and limitations of a test or check with an applicant during the pre-flight briefing.
- f. Following a test or check, whether complete, incomplete or discontinued, an examiner must debrief the applicant. If any items or sections were failed, the reasons for failure must be clearly explained. The examiner should then provide appropriate advice and guidance to assist the applicant in any future attempt.
- g. Any comment on, or disagreement with, an examiner's test or check evaluation or assessment made during a debriefing will be recorded by the examiner on the test or check report and will be signed by the examiner and countersigned by the applicant.
- h. An examiner should establish a professional and workmanlike atmosphere and do his best to relax the applicant both before and during a test or check flight. A negative or confrontational approach should not be used. During the test or check flight, the examiner should avoid negative comments or criticisms and all assessments should be reserved for the debriefing.
- i. The same examiner should not re-examine a failed applicant without the agreement of the applicant.

## **Applicant Demonstration**

The applicant must demonstrate ability to:

- a) Operate the aircraft within its limitations.
- b) Complete all maneuvers with smoothness and accuracy.
- c) Exercise good judgement and airmanship.

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- d) Apply aeronautical knowledge of procedures and regulations as currently apply.
- e) Maintain control of the aircraft at all times such that the successful outcome of a procedure or maneuver is never seriously in doubt.

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

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

### **Repeat Maneuvers**

At the discretion of the examiner a maneuver or procedure of the test or check may be repeated once by the applicant. The option to repeat an item is not a right of the applicant. The examiner must use his discretion to ensure the applicant has had every opportunity to demonstrate the necessary skill or technique.

Should the examiner consider that the applicant might not have been performing satisfactorily due for example to an external influence or distraction or to not understanding the briefing, then the exercise may be repeated.

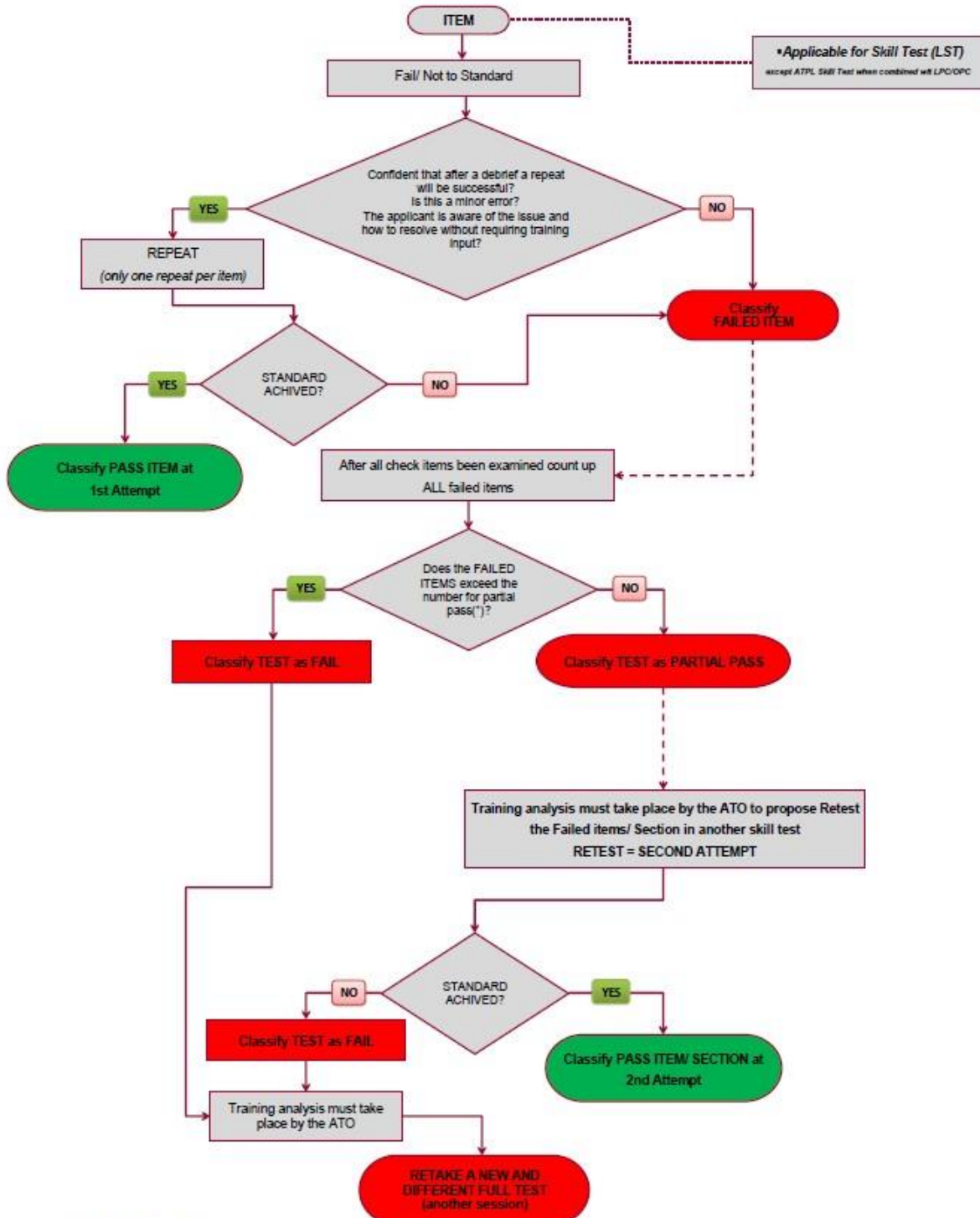
It is not possible or indeed appropriate to list those items which may or may not be repeated. Normally any simulated emergency procedure should be considered as a 'one attempt' exercise. If it is mishandled such that the aircraft is in a more hazardous situation than at the start of the simulation or appropriate corrective action has not been taken, the exercise should be found fail.

DCA accepts the principle allowing an Examiner to provide training in one checking session. This is applicable to PROFICIENCY CHECKS or ATPL SKILL TEST (when combined with and LPC/OPC). The SKILL TEST (LST) will not be included in this concept, meaning, retraining in the LST is not possible. The reason is because in the LPC/OPC the pilot was/is already qualified in the aircraft, normally conducting commercial air transport and the purpose of the check is to evidence proficiency.

In the LST the pilot is applying for the first specific qualification (except ATPL combined with LPC/OPC) and the purpose of the test is to evidence skill after a training program conducted in one ATO which proposed the pilot for the LST. In this cases the ATO is considered also to be evaluated and must be responsible for all training element of the applicant, including the retraining concept.



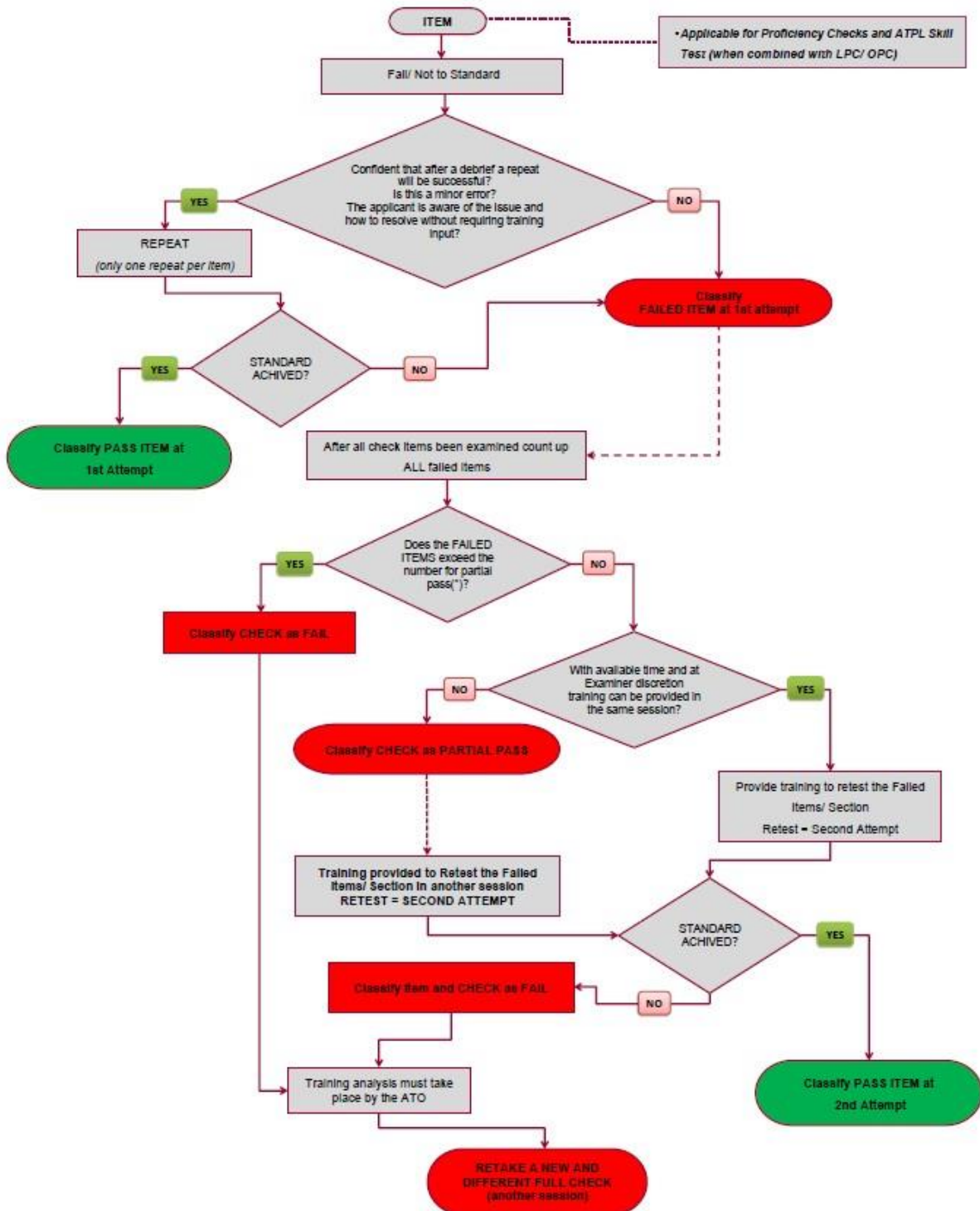
FOR SKILL TEST (except ATPL skill test when combine with LPC/OPC) policy refer below:



(\*) Partial Pass limits:  
MPA; SPHPCA; SPH; MPH; ATPL; MPL –five (5) items or less  
SPA; PPL; CPL; IR –any item = one section



FOR PROFICIENCY CHECKS (and ATPL skill test when combine with LPC/OPC)  
policy refer below:



(\*) Partial Pass limits:  
SPHPCA; SPH; MPH; MPA; ATPL –five (5) items or less  
SP(A); IR –any item = one section // IR(H) combined –three items of section 5

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## Assessment

The standard of performance produced by applicants varies widely and at times may be difficult to assess. Assessment relies heavily upon the experience and judgement of the examiner to determine what is acceptable.

Most pilots will dislike the prospect of being tested and some applicants will become extremely nervous and not perform as normal or may react to false assumptions of what is expected.

The attitude and approach of the examiner can do much to overcome these difficulties.

However, the examiner must apply the standard evenly, fairly and without prejudice. In order to maintain this uniform standard certain basic principles must be applied and assessment should be based upon the following:

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

## Test Termination / Incomplete Test

An examiner should terminate a test or check only when it is clear that the applicant has not been able to demonstrate the required level of knowledge, skill or proficiency and that a full re-test will be necessary or for safety reasons.

Should an applicant choose not to continue a test or check for reasons considered inadequate by an examiner, the applicant will be assessed as having failed those items or sections not attempted. This situation will result in the test being assessed as a 'fail' or a 'partial pass'.

If the test is terminated for reasons considered adequate by the examiner it is deemed to be 'incomplete'. Only those items/sections not completed shall be tested in a further flight. All items/sections not completed must be tested on a separate flight and before any further attempt is undertaken.



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## Further Training

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

The applicant must be in no doubt that the outcome is right and fair, that there has been no undue influence, interference or inappropriate behavior by the examiner, and that he has not been unduly pressurized to complete the flight as a whole or any particular maneuver where the conditions are not suitable.

In cases where failure was due to a clear lack of skill in a particular area the examiner should make it clear to the applicant that they are unlikely to be successful during a subsequent test unless they undergo further training to remedy that lack of skill. Examiners must ensure that the training requirements are proportionate, clearly defined and understood by the applicant.

Examiners must confirm before retest that further training mandated by a previous examiner has been completed.

In cases where an applicant has failed a second series of tests, the DCA should be informed for subsequent decision.

## Airmanship

Examiners themselves are required to exercise proper Airmanship competencies in conducting tests/checks as well as expecting the same from applicants.

Airmanship can be defined as a sound acquaintance with the principles of flight, the ability to operate an airplane with competence and precision both on the ground and in the air and the exercise of sound judgment that results in optimal operational safety and efficiency.

Airmanship covers a broad range of desirable behaviors and abilities in a pilot. It is not simply a measure of skill or technique, but also a measure of a pilot's awareness of the aircraft, the environment in which it operates, and of his own capabilities.

Pass/Fail judgements based solely on Airmanship issues must be carefully chosen since they may be entirely subjective. The special airmanship topics to cover in the pilot assessment:

- Know yourself;
- Know your aircraft;
- Know your environment;
- Know your risk.

The Examiner must be satisfied that the success of the flight was a result of good airmanship.



## **Threat and Error Management**

In the aftermath of accidents and incidents, inevitable questions arise: Why did the crew NOT see the obvious? If they had done what they were supposed to do, surely there would have been no accident in the first place?

And the most daunting question is: "Why did a professionally trained team commit the error?"

There are three basic components in the TEM model, from the perspective of flight crews:

- Threats
- Errors
- Undesired Aircraft State (UAS)

Management in the context of TEM is defined as 'plan, direct and control an operation or situation.' In practical terms this means the timely detection and response of threats and/or errors that may lead to UASs.

### **Threats**

The TEM model considers 3 categories of threats: anticipated, unanticipated and latent.

#### **Anticipated**

Some threats can be anticipated, since they are expected or known to the flight crew such as:

- Thunderstorms/icing/wind shear and other forecast inclement weather;
- Congested airport/heliport;
- Wires/obstacles;
- Complex SIDs/STARs/clearances;
- Cross and/or downwind approaches/landings;
- Outside air temperature/density altitude extremes;
- Mass and balance;
- Forecast/known bird activity.

#### **Unanticipated**

Some threats can occur unexpectedly, suddenly and without warning. In this case, flight crews must apply skills and knowledge acquired through training and operational experience such as:

- In-flight aircraft malfunction;
- Automation - anomalies/over reliance;
- Un-forecast weather/turbulence/icing;
- ATC re-routing/congestion/non-standard phraseology/navigation aid un-



- serviceability/similar call-signs;
- Ground handling;
- Wires/obstacles;
- GA/Ultra-light/light aircraft activities;
- Unmanned aircraft systems;
- ACAS RA/TA;
- Un-forecast bird activity;
- Laser attacks;
- Contaminated/sloping landing areas.

### **Latent**

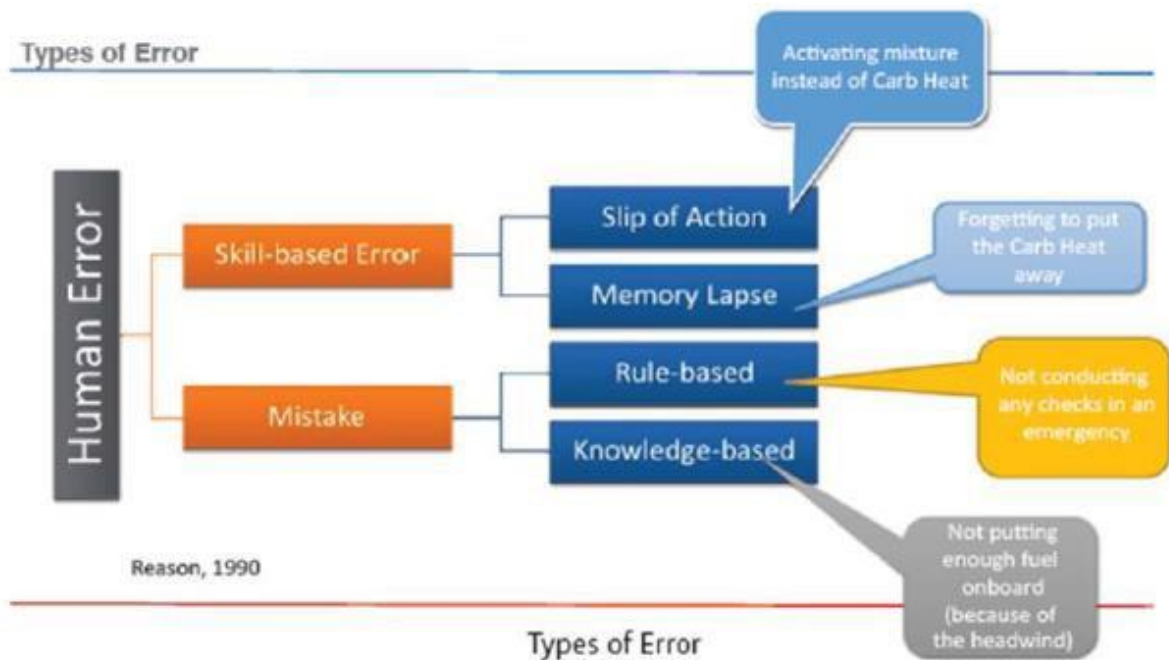
Lastly, some threats may not be directly obvious to, or observable by, flight crews immersed in flight operations, and may need to be uncovered by safety analysis. These are considered latent threats and may include organisational weaknesses and the psychological state of the pilot such as:

- Organisational culture/changes;
- Incorrect/incomplete documentation;
- Equipment design issues;
- Operational pressures/delays;
- Optical illusions;
- Fatigue/rostering;
- Stress;
- Complacency;
- Over or under confidence;
- Lack of recent experience and proficiency

### **Errors**

Errors are defined actions or inactions by the flight crew that lead to deviations from organisational or flight crew intentions or expectations. Errors can be divided into the two following types:

- Slips and lapses are failures in the execution of the intended action. Slips are actions that do not go as planned, while lapses are memory failures. For example, pulling the mixture instead of the (intended) carburetor heat is a slip. Forgetting to apply the carburetor heat is a lapse.
- Mistakes are failures in the plan of action. Even if execution of the plan were correct, it would not have been possible to achieve the intended outcome.



### Undesired Aircraft State (UAS)

UASs are flight crew-induced aircraft position or speed deviations, misapplication of flight controls, or incorrect systems configuration, associated with a reduction in margins of safety.

UASs that result from ineffective threat or error management may lead to compromising situations and reduce margins of safety in flight operations. UASs must be managed by flight crews.

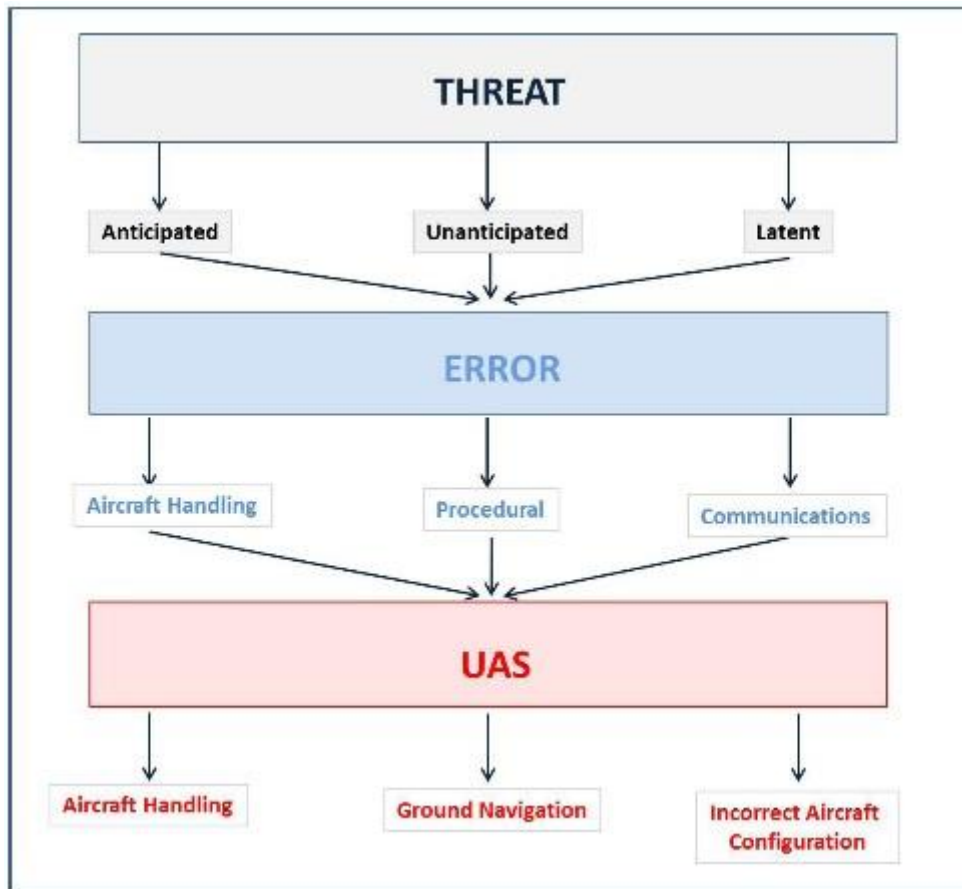
The TEM model considers 3 categories of UAS, aircraft handling, ground navigation and incorrect aircraft configurations which all have the potential to negatively affect flight operations by reducing margins of safety.

### Conducting the TEM

Threats and errors are part of everyday aviation operations that must be managed by flight crews, since both threats and errors carry the potential to generate a UAS. Once a UAS has arisen it is equally important to manage the UAS as it is the last opportunity for flight crews to ensure a safe outcome in flight operations.

Flight crews must, as part of the normal discharge of their operational duties, employ countermeasures to keep threats, errors and UASs from reducing margins of safety in flight operations.

Examples of countermeasures would include: planning, checklists, briefings, training, SOPs, and CRM.



Pilots must understand that threats (and errors) are a part of everyday aviation operations that must be managed through all the phases of flight. The examiner should instil in the pilot that TEM is an on-going process and should be considered not only in flight but both in the pre-flight and post flight stages, namely:

#### Pre-flight:

- Time spent on the ground anticipating possible threats associated with the flight will provide the opportunity to plan and develop countermeasures (e.g. action in the event of weather changes);
- Brief (self, crew members and passengers) planned procedures before take-off;
- Include anticipated threats and countermeasures in briefings (e.g. adverse wind).

#### In flight:

- Brief (self, crew members and passengers) planned procedures prior to commencing each significant flight sequence (e.g. approach to an aerodrome/heliport);
- Include anticipated threats and countermeasures in briefings (e.g. adverse wind);
- Prioritise tasks and manage workload to avoid being overloaded (e.g. use checklists);
- Identify and manage any UAS;

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- Recover to stable flight and normal safety margins before dealing with other threats/errors/UASs

### **Post flight:**

Reconsider what threats, errors and/or UAS were encountered during the flight. Ask the pilot how well these were managed and what could have been done differently to improve the management of similar threats and errors on future flights.

### **Rationale for the use of TEM**

There are two basic reasons underpinning the use of TEM as a tool for CRM.

First, threats and errors are present in all phases of flight operations. From the moment a flight is dispatched to the moment it terminates, pilots have to contend with threats and errors.

Second, it follows that safe flight operations require the recognition of threats and the appropriate use of error management countermeasures to avoid, trap and mitigate the effects of human error.

- The following lists the different skills and appropriate competencies that govern the scope of CRM:
  - Leadership/command
  - Decision making
  - Communication
  - Situation awareness
  - Team-building
  - Workload management
  - Vigilance

**Note.** Guidance material on the application of threat and error management is found in the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868), Chapter 3, Attachment C, and in Part II, Chapter 2, of the Human Factors Training Manual (Doc 9683);

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## NOTE TO EXAMINERS

Details concerning the conduct of exams can be found in AMC & GM to PART-FCL, specifically, AMC2 FCL.1015 Examiner standardization.

### Conduct of test or check

- a) An examiner will ensure that an applicant completes a test or check in accordance with Part-FCL requirements and is assessed against the required test or check standards.
- b) Each item within a test or check section should be completed and assessed separately. The test or check schedule, as briefed, should not normally be altered by an examiner. A failed item is not always a failed section, for example type rating skill test where a failure of an item in a section does not fail the entire section, only the failed item is taken again.
- c) Marginal or questionable performance of a test or check item should not influence an examiner's assessment of any subsequent items.
- d) An examiner should verify the requirements and limitations of a test or check with an applicant during the pre-flight briefing.
- e) When a test or check is completed or discontinued, an examiner should debrief the applicant and give reasons for items or sections failed. In case of a failed or discontinued skill test and proficiency check, the examiner should provide appropriate advice to assist the applicant in re-tests or re-checks.
- f) Any comment on, or disagreement with, an examiner's test or check evaluation or assessment made during a debriefing will be recorded by the examiner on the test or check report and will be signed by the examiner and countersigned by the applicant.

### Examiner preparation

- a) An examiner should supervise all aspects of the test or check flight preparation, including, where necessary, obtaining or assuring an ATC 'slot' time.
- b) An examiner will plan a test or check in accordance with Part-FCL requirements. Only the maneuvers and procedures set out in the appropriate test or check form will be undertaken. The same examiner should not re-examine a failed applicant without the agreement of the applicant.

### Examiner approach

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



## **Conduct of Test or Check**

A test or check is comprised of:

- 1) oral examination on the ground (where applicable);
- 2) pre-flight briefing;
- 3) in-flight exercises;
- 4) post-flight debriefing.

### **Oral Examination on the ground should include:**

- 1) aircraft general knowledge and performance;
- 2) planning and operational procedures (e.g MEL);
- 3) other relevant items or sections of the test or check.

### **Pre-flight briefing**

Pre-flight briefing should include:

- 1) test or check sequence;
- 2) power setting, speeds and approach minima, if applicable;
- 3) safety considerations.

As a proper pre-flight briefing is of crucial importance, the following detailed items shall be followed:

- 1) An examiner should allow an applicant adequate time to prepare for a test or check, normally not more than 1 hour.
- 2) The briefing should cover the following:
  - the objective of the flight;
  - licensing checks, as necessary;
  - freedom for the 'candidate' to ask questions;
  - operating procedures to be followed (for example operators manual);
  - weather assessment;
  - operating capacity of 'candidate' and examiner;
  - aims to be identified by 'candidate';
  - simulated weather assumptions (for example icing and cloud base);
  - use of screens (if applicable);
  - contents of exercise to be performed;
  - agreed speed and handling parameters (for example V-speeds, bank angle, approach minima);
  - use of R/T;
  - respective roles of 'candidate' and examiner (for example during emergency);
  - administrative procedures (for example submission of flight plan).
- 3) An exam is intended to simulate a practical flight. Thus, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused, and air safety is not compromised.





## **In-flight / In FSTD**

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

The examiner must ensure that the flight is conducted safely and in compliance with the Rules of the Air and ATC clearances. When observing from a non-operating position the examiner must brief the safety pilot as to their responsibilities and thereafter avoid intervention unless necessary for the safe outcome of the flight.

- ❖ During flight the examiner should allow the applicant to demonstrate skill and knowledge without assistance or interference, and should avoid negative comments or criticisms; all assessments should be reserved for the debriefing. At

the same time the examiner must establish a friendly and relaxed atmosphere which will enable the applicant to demonstrate his abilities fully. Conversation should be kept to a minimum except to advise the next exercise or to avoid a dangerous situation developing. A negative or confrontational approach by the examiner must be avoided, as should any temptation to be overly helpful.

- ❖ The examiner must take care not to distract the applicant. If a navigation aid is to be denied to the applicant (e.g. detuning the ILS during a non-precision approach), this should be done in such a way that the remaining aids are unaffected. The aid must be restored to the applicant (in the condition originally set by the applicant) at the appropriate time by the examiner.

- ❖ The examiner must ensure that the applicant is allowed adequate time to prepare and perform the maneuvers required of the test. After any period where the examiner has taken responsibility for the flight, including navigation and ATC liaison, they are to ensure that the applicant is aware of the position of the aircraft relative to the next task, the ATC service provider and level of service, and the configuration of the aircraft before handing control back to the applicant. The examiner must ensure that adequate time is available for the applicant to complete any necessary duties for the next briefed event; as a guide 10 minutes flight time (IFR)/ 10 track miles (VFR) prior to entering an CTR should be sufficient. If the remaining distance is less than this the aircraft should not be on a closing heading at the time of handover.

- ❖ Where test items include basic flying skills such as climbing, straight and level flight and turns, an examiner should, where possible, plan to assess these items during completion of other phases of the flight, such as departure, en-route and arrival, rather than as stand-alone items.

- ❖ The examiner is expected to use good judgement when simulating any emergency or abnormal procedure having regard to local conditions and aircraft safety throughout. In the case of one engine inoperative work, the examiner is responsible for setting zero thrust/power/torque and monitoring of the 'failed engine' after the appropriate shut-down drills have been simulated by the applicant. If a 'failed' engine is to be restored and subsequently re-failed purely to expedite the progress of the flight test then the examiner is responsible for all elements of engine control, e.g. prop/rotor RPM, mixture/fuel control, cowl flaps, carburetor heat during these processes; during any subsequent cruise, the applicant may elect to fly at either single or twin-engine speed.

- ❖ Although touch-and-go landings are a test item in the PPL (A) Skill Tests, they do not form



part of the test/check schedule for class or type ratings or the CPL (A) Skill Test profile. On tests where touch-and-go landings are not an examinable item, the examiner should agree with the applicant before flight whether the applicant wishes to carry out touch-and-go landings or wishes to stop and taxi back to the holding point after each landing. Where the applicant chooses to carry out touch-and-go landings, especially in aeroplanes with retractable landing gear, the examiner and applicant must agree before flight on who will be responsible for flap selection and trim when the aeroplane is on the runway.

- ❖ The examiner may declare a section or item of test as not assessable due to extreme weather conditions, ATC intervention or aircraft unserviceability. However, he may need to consider why the applicant did not make his own decision or take action, for example to discontinue an approach, when confronted with these problems.
- ❖ Should the applicant fail a test or check before the completion of all items and sections the examiner may intervene to terminate the flight. However, examiners should consider the implications before doing so, as the remaining flight may give the opportunity to reappraise an item and give time in which to ensure that the initial decision was soundly based.
- ❖ Should the examiner decide to discontinue the test/check, this is best handled by taking control of the aircraft, explaining the circumstances and curtailing the flight to save the applicant time and expense. Discontinuation of a first attempt at the first series is permissible, but the examiner's assessment of a completed test will give him, the applicant and the applicant's ATO a fuller picture of the difference between the required standard and applicant's performance.

**Post-flight debriefing should include:**

- (i) assessment or evaluation of the applicant;
  - (ii) documentation of the test or check with the applicant's present, if possible.
- ❖ Before leaving the aircraft or FSTD, the examiner should consider whether there are any questions that are best answered or issues that are best resolved in the cockpit. It may be prudent to indicate at this stage, for example, that an altimeter has been incorrectly set or a switch is in the wrong position rather than debate the issue later on in a briefing room.
  - ❖ Before debriefing, the examiner should consult his notes to decide the assessment for each section, the overall result and whether a partial or full retest is required and if so, the nature of any further training requirements. In reaching his decision, the examiner may need to ask additional questions e.g. to establish whether the candidate had a good reason for taking a particular course of action. At this point, the examiner should only ask questions which might affect the decision. If no fail points have been recorded, the examiner should tell the applicant that he has passed, followed by a summary of any weak points with suggestions, where necessary, of ways to improve performance. The examiner should also provide positive reinforcement of items and exercises that were well handled and give examples of good resource management, TEM and decision making by the applicant.

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- ❖ If a fail or partial pass has been recorded, the examiner should:
  - a) Ask questions as required to confirm the assessment;
  - b) Give results of the test;
  - c) Give reasons for failure in descending order of importance;
  - d) Tell the applicant they may not use the privileges of the license or rating being tested;
  - e) State what the retest requirements will be;
  - f) State any mandatory or recommended further training requirements;
  - g) Discuss with the applicant the best way to prepare for the retest;
  
- ❖ The examiner should conduct a fair and unbiased debriefing of the applicant based on identifiable factual items. A balance between friendliness and firmness should be maintained. It may be appropriate to use a facilitative style of questioning in order for the applicant to obtain maximum benefit from the debrief. Facilitative techniques are inappropriate when indicating the result of the test but may be used thereafter to engage the applicant in a discussion of any follow-up points. One effective facilitation method is to:
  - a) Start with an introduction
  - b) Avoid dealing with issues chronologically
  - c) Ask 2 open questions per issue
  - d) Get the applicant to do the thinking and talking
  - e) Summarise at the end (it can be useful to get the applicant to summarise)
  
- ❖ The following points should be discussed with the applicant at the examiner's discretion:
  - a) How to recognise, avoid, mitigate or correct typical errors;
  - b) Any other points of a less critical nature that were noted during the test/check;
  - c) Any advice or guidance that might improve the applicant's overall competence;
  - d) Positive feedback for notably good performance.

### **Completion of Forms and Records.**

- ❖ A test, check or AoC is not complete until all of the associated forms are complete and signed by both applicant and examiner indicating the result and, where applicable, any notification of failure and further training requirements. Forms are to be completed and distributed: e.g. one for the applicant and one each for the examiner and the DCA. Forms must be submitted to the DCA promptly to avoid any delays in issuing the license, rating or certificate.
  
- ❖ Following a partial pass or fail the relevant form of the test conducted must be completed and distributed as above. If there are any points of dispute these should be entered on the form and signed by the applicant and examiner. Examiners must make it explicitly clear when an unsuccessful test or check results in the suspension of existing privileges and, if in doubt, notify the DCA at the earliest opportunity.

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- ❖ Examiners are to countersign the applicants' logbook following a successful test or check.
- ❖ Examiners are to retain their test records for 5 years.

### **Examiner Applicant**

The examiner applicant should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the examiner applicant:

- (1) involvement of examiner in a Multi Pilot (MP) operating environment;
- (2) the need to give the 'candidate' precise instructions;
- (3) responsibility for safe conduct of the flight;
- (4) intervention by examiner, when necessary;
- (5) use of screens;
- (6) liaison with ATC and the need for concise, easily understood intentions;
- (7) prompting the 'candidate' about required sequence of events (for example following a go-around);
- (8) keeping brief, factual and unobtrusive notes.

### **Assessment**

The examiner applicant should refer to the flight test tolerances given in the relevant skill test. Attention should be paid to the following points:

- (1) questions from the 'candidate';
- (2) give results of the test and any sections failed;
- (3) give reasons for failure.

### **Debriefing**

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

- (1) advise the 'candidate' on how to avoid or correct mistakes;
- (2) mention any other points of criticism noted;
- (3) give any advice considered helpful.

### **Record and Documentation**

The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be:

- (1) the relevant DCA test or check form;
- (2) license entry;
- (3) notification of failure form;

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

### Demonstration of Theoretical Knowledge

The examiner applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.

### PROCEDURES FOR NOTIFICATION AND REPORTING FORMS

The examiners shall comply with DCA procedures set forth herein, with respect to the notification and reporting of flight exams, as well as the use of forms of exam approved by the DCA.

### AoC Notification

Prior notification of AoC shall apply according to the following table below:

Flight Exam type:	Instructor certificates	Examiners certificates
Assessment of competence for issuing	Mandatory Notification	Mandatory Notification
Assessment of competence for Revalidation/renewal		Mandatory Notification
Assessment of competence for extension of privileges	Mandatory Notification	Mandatory Notification

This notification (when applicable) is performed by the examiner or the organization, previous of the proposed date with at least:

- | 05 (five) days (timetable) for Instructor AoC; 15
- | (fifteen) days for any Examiner AoC.

Notifications are performed through [civil-aviation@govmu.org](mailto:civil-aviation@govmu.org)

The notification intends to allow DCA to monitor the examination or appoint an Inspector or nominate a Senior Examiner for that test.



## Exams Reports

After completion any practical test, the examiner should communicate the achievement (applicable Form) or the organization for which he/she is working as soon as possible and within a maximum of fifteen (15) days from the date of the test. After completion of the skill test or proficiency check, the examiner shall:

- (1) inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal;
- (2) in the event of a pass in a proficiency check or assessment of competence for revalidation or renewal, endorse the applicant's license or certificate with the new expiry date of the rating or certificate, if specifically authorized for that purpose by the DCA;
- (3) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the DCA. The report shall include:
  - (i) a declaration (certificate of completion for skill test) that the examiner has received information from the applicant regarding his/her experience and instruction, and found that experience and instruction complying with the applicable requirements in Part-FCL;
  - (ii) confirmation that all the required maneuvers and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
  - (iii) the result of the test, check or assessment of competence;
  - (iv) a copy of the examiner certificate containing the scope of his/her privileges as examiner in the case of skill tests, proficiency checks or assessments of competence conducted by an examiner whose certificate is not issued by the DCA.

Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence (AoC) performed and their results.

Upon request by the DCA, examiners shall submit all records and reports, and any other information, as required for oversight activities.

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## ENDORSEMENT OF LICENCES BY EXAMINERS

### Issue or renewal of ratings or certificates

Examiners cannot endorse (issue) new ratings or certificates or even renewal ratings or certificates on a DCA issued PART-FCL license.

In these cases, the license holder must apply to DCA for issue the new license / rating or certification card with the new ratings or certificates endorsed.

### Revalidation of ratings or certificates

Examiners may only endorse a DCA issued PART-FCL license for REVALIDATION of the following ratings:

- Class ratings;
- Type ratings;
- Instrument ratings.

For revalidation of certificates the license holder must apply to DCA for issue the new license / certificates & ratings card with the new certificates or ratings endorsed. The ratings endorsement by examiners will be done in the “Certificate & Ratings” card.

The instrument rating or aircraft class/type will be endorsed as applicable in accordance with the aircraft Operational Suitability Data (OSD) / Operational Evaluation Board (OEB) reports. For reference, DCA will use the most update “EASA type rating and license endorsement list - flight crew”.

- a. For Type Rating: it will be entered as per the license rating endorsement e.g. B747- 400, A330/350, BELL 212/412, AW 189, B777/787
- b. For Class Rating: it will be entered as per the license rating endorsement for single- engine class, e.g. SEP(Land), for multi-engine, e.g. MEP(Land)
- c. For instrument Rating (IR); it will be entered for multi-engine, e.g. IR (ME) or for single-engine as IR (SE).
- d. All initial and renewal of ratings shall only be entered by the DCA. Only valid ratings and certificates shall be transferred to the new license.

This represents the date of test for the class/type or instrument rating as applicable in the format DD/MM/YYYY e.g. 04/08/2017 and also for revalidation of SE class ratings by experience.

The validity date of the rating in the format DD/MM/YYYY e.g. 30/08/2017 to the end of the relevant month, considering the following:

- a. Type Rating is valid for one (1) year
- b. Instrument Rating is valid for one (1) year

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- c. Multi-Engine Class Rating is valid for one (1) year
- d. Single Engine Class Rating is valid for two (2) years.
  - E.g.1: a type rating test on 02/09/2017 it will be valid until 30/09/2018
  - E.g.2: a single engine class rating test on 15/01/2018 shall be valid until 31/01/2020

**Note:** In accordance with Part FCL Subpart G and Subpart H the revalidation of an Instruments Rating, Class or Type ratings can be performed 3 months immediately preceding the expiry date of the rating without penalization.

When this section is signed by the DCA, it shall also be stamped as required. Examiners shall only provide their examiner certificate number (license number as specified on item III) after signing. No stamp is required by the certified examiner. All ratings must be endorsed by the examiner on the pilot’s C&R as in the previous record performed by DCA.

**New endorsements or ratings renewals can only be record by DCA.**

In case a mistake is made during the license endorsement, the examiner may correct it by making invalid the mistaken entry. In this case the examiner must cross the boxes of the line containing the mistake, with the exception of the boxes of the “Examiner name” and “Examiners No. & Signature” columns. The examiner must always place his/her certificate number and signature on the respective line, despite crossing all other boxes.

Any other form of correction is not accepted (erasing, other type of crossing, etc...). Should this happen, the holder shall apply with undue delay for the re-issue of the license.

**EXAMINERS GUIDE**

**Skill test PPL(A)**

**Conditions:**

Examiner: DCA Inspector or FE(H) with FCL. 1005.FE(a)(1) privileges. Experience & crediting: FCL.210, FCL. 210.A

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test.

Exam duration: according GM1 FCL.1015, at least 03 hours total, of which at least 90 minutes flight (including navigation section).

License endorsement: Not applicable.

Exam report: DCA-PEL-06 MANDATORY, up to 15 days after the test

**Regulations:**

AMC1 FCL.215(b) & (c) – Skill Test for PPL.  
FCL.235 – PPL Skill Test.



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AMC1 FCL.235 – Skill test / Contents of skill test for the issue of a PPL(A). FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test CPL(A)**

#### **Conditions:**

Examiner: DCA Inspector or FE(A) with FCL. 1005.FE(a)(2) privileges.

Experience & crediting: FCL.315, FCL. 315.A, Appendix 3 – “Training courses for the issue of a CPL and an ATPL”.

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test.

Exam duration: according GM1 FCL.1015, at least 03 (VFR) or 04 (IR) hours total, of which at least 90 minutes flight (including navigation section) for VFR or 120 minutes with IR.

Timeframe: All relevant sections of the skill test shall be completed within six months. License endorsement: Not applicable

Exam report: DCA-PEL-07 MANDATORY, up to 15 days after the test

#### Regulations:

FCL.320 – CPL Skill Test

Appendix 4 - Skill test for the issue of a CPL.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test MPL**

#### **Conditions:**

Examiner: DCA Inspector or TRE(A) or SFE(A) with FCL.1005.TRE/SFE(a)(4) privileges.

Experience & crediting: FCL.400A, FCL. 410.A, Appendix 5 – “Integrated MPL training course” and related GM1

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test.

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 120 minutes flight/session.

License endorsement: Not applicable

Exam report: DCA-PEL06 MANDATORY, up to 15 days after the test Regulations:

FCL. 415.A – MPL Practical skill.

Appendix 9 - Training, Skill Test and Proficiency Check for MPL, ATPL, type and class ratings, and Proficiency Check for IRs.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

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### **Skill test ATPL(A)**

#### **Conditions:**

Examiner: DCA Inspector or TRE(A) or SFE(A) with FCL.1005.TRE/SFE(a)(3) privileges.

Experience & crediting: FCL.500, FCL. 510.A, AMC1 FCL. 510.A

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 120 minutes flight/session.

License endorsement: Not applicable

Exam report: DCA-PEL-09 MANDATORY, up to 15 days after the test

#### **Regulations:**

FCL. 520.A – ATPL(A) Skill Test.

AMC1 FCL. 520.A – ATPL Skill Test

FCL.725(c) Skill Test type rating (if applicable)

Appendix 9 - Training, Skill Test and Proficiency Check for MPL, ATPL, type and class ratings, and Proficiency Check for IRs.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test IR(A)**

#### **Conditions:**

Examiner: DCA Inspector or IRE(A) or TRE(A) with FCL.1005.TRE (a)(2) privileges.

Experience & crediting: FCL.615, Appendix 3 – “Training courses for the issue of a CPL and an ATPL”, Appendix 6 – “Modular training courses for the IR”.

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test.

Timeframe: All relevant sections of the skill test shall be completed within six months.

Exam duration: according GM1 FCL.1015, at least 03 hours total, of which at least 60 minutes flight duration.

License endorsement: Not applicable

Exam report: DCA-PEL-09 MANDATORY, up to 15 days after the test

#### **Regulations:**

FCL.620 – IR Skill Test.

Appendix 7 – IR Skill Test.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

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### **Skill test SPA (except SP HPCA)**

#### **Conditions:**

Examiner: Skill Test, DCA Inspector or FE(A) with FCL. 1005.FE(a)(1) or (2) or CRE with FCL.1005.CRE(a) privileges.

Class/Type Prof.Check, DCA Inspector or FE(A) with FCL. 1005.FE(a)(1) or (2) or CRE with FCL.1005.CRE(b)(1) privileges.

Experience & crediting: Skill Test, FCL.725, FCL. 720.A, FCL. 725.A

Exam duration: according GM1 FCL.1015, at least 03 hours total, of which at least 45 minutes (class/type VFR only) or 60 minutes (IR only) or 75 minutes (combined class/type with IR) flight duration.

License endorsement: Not applicable for initial issue or renewal. Applicable for revalidation.

Exam report: DCA-PEL-18 MANDATORY, up to 15 days after the test

#### Regulations:

FCL.725(c) Skill Test class/type rating

Appendix 9 - Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test SP HPCA**

#### **Conditions:**

Examiner: Skill Test, DCA Inspector or TRE(A) with FCL.1005.TRE(a)(1) privileges.

Type/IR Proficiency Check, DCA Inspector or TRE(A) with FCL.1005.TRE(a)(2) privileges

Experience & crediting: Skill Test, FCL.725, FCL. 720.A, FCL. 725.A Type/instrument Proficiency Check, FCL625, FCL625.A, FCL.740 or FCL. 740.A

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test (for skill test)

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 120 minutes flight/session.

License endorsement: Not applicable for initial issue or renewal. Applicable for revalidation.

Exam report: MANDATORY, up to 15 days after the test

#### Regulations:

FCL.725(c) Skill Test class/type rating

Appendix 9 - Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs.

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FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test / Proficiency check MPA**

#### **Conditions:**

Examiner: Skill Test, DCA Inspector or TRE(A) or SFE(A) with FCL.1005.TRE/SFE(a)(1) privileges.

Type/IR Proficiency Check, DCA Inspector or TRE(A) with FCL.1005.TRE(a)(2) privileges or SFE(A) with FCL.1005.SFE(a)(1)(2) privileges

Experience & crediting: Skill Test, FCL.725, FCL. 720.A, FCL. 725.A Type/instrument Proficiency Check, FCL625, FCL625.A, FCL.740 or FCL. 740.A

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test (for skill test)

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 120 minutes flight/session.

License endorsement: Not applicable for initial issue or renewal. Applicable for revalidation.

Exam report: DCA-PEL-13 MANDATORY, up to 15 days after the test

#### Regulations:

FCL.725(c) Skill Test type rating (if applicable)

Appendix 9 - Training, Skill Test and Proficiency Check for MPL, ATPL, type and class ratings, and Proficiency Check for IRs

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test PPL(H)**

#### **Conditions:**

Examiner: DCA Inspector or FE(H) with FCL. 1005.FE(b)(1) privileges Experience &

crediting: FCL.210, FCL. 210.H

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test Exam duration: according GM1 FCL.1015, at least 03 hours total, of which at least 90 minutes flight (including navigation section).

License endorsement: Not applicable

Exam report: DCA-PEL-06 MANDATORY, up to 15 days after the test

#### Regulations:

AMC1 FCL.215(b) & (c) – Skill Test for PPL.

FCL.235 – PPL Skill Test.

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AMC2 FCL.235 – PPL(H) Skill Test.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test CPL(H)**

#### **Conditions:**

Examiner: DCA Inspector or FE(H) with FCL. 1005.FE(b)(2) privileges

Experience & crediting: FCL.315, Appendix 3 – “Training courses for the issue of a CPL and an ATPL”.

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test Exam duration: according GM1 FCL.1015, at least 03 hours total, of which at least 90 minutes flight (including navigation section).

License endorsement: Not applicable

Exam report: DCA-PEL-07 MANDATORY, up to 15 days after the test

#### Regulations:

FCL.320 – CPL Skill Test.

Appendix 4 - Skill test for the issue of a CPL.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Skill test ATPL(H)**

#### **Conditions:**

Examiner: DCA Inspector or TRE(H) or SFE(H) with FCL.1005.TRE/SFE(b)(3) privileges.

Experience & crediting: FCL.500, FCL. 510.H

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 120 minutes flight/session.

License endorsement: Not applicable

Exam report: DCA-PEL-12 MANDATORY, up to 15 days after the test

#### Regulations:

FCL. 520.H – ATPL(H) Skill Test. AMC1

FCL. 520.H – ATPL Skill Test

AMC 1 / 2 FCL.725(a) Requirements for the issue of class and type ratings (if applicable) Appendix 9 - Training, Skill Test and Proficiency Check for MPL, ATPL, type and class ratings, and Proficiency Check for IRs.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence



## **Skill test IR(H)**

### **Conditions:**

Examiner: DCA Inspector or IRE(H) with FCL.1005.IRE privileges

Experience & crediting: FCL.610 IR, FCL.615, Appendix 3 – “Training courses for the issue of a CPL and an ATPL”, Appendix 6 – “Modular training courses for the IR”

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test

Exam duration: according GM1 FCL.1015, at least 03 hours total, of which at least 90 minutes flight (including navigation section).

License endorsement: Not applicable

Exam report: MANDATORY, up to 15 days after the test

### Regulations:

FCL.620 – IR Skill Test. Appendix

7 - IR Skill Test.

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

## **SPH / MPH type / IR**

### **Conditions:**

Examiner: DCA Inspector or FE(H) with FCL. 1005.FE(b)(2)(3) privileges

Experience & crediting: FCL.315, Appendix 3 – “Training courses for the issue of a CPL and an ATPL”.

A Course Completion Certificate shall be handed by the ATO to the Examiner prior to the conduct of the Test  
Exam duration: according GM1 FCL.1015, at least 03 hours total, of which at least 90 minutes flight (including navigation section).

License endorsement: Not applicable

Exam report: DCA-PEL-11 MANDATORY, up to 15 days after the test

### Regulations:

FCL.725 – Requirements for the issue of class and type ratings.

Appendix 9 - Training, Skill Test and Proficiency Check for MPL, ATPL, type and class

ratings, and Proficiency Check for IRs FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

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### **FI(A), CRI(A), IRI(A) and TRI(SPA) Assessment of Competence**

**Conditions:**

Examiner: DCA Inspector or FIE(A) with FCL.1005.FIE(a) privileges or TRE / SFE with FCL.1005.TRE / SFE (a)(5) privileges

Experience & crediting: FCL.915, FCL.930 (FI) (CRI) (IRI) (TRI)

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 90 minutes flight for initial issue or 60 minutes for Revalidation or Renewal in A/C or 180 minutes in FSTD for TRI.

License endorsement: Not applicable

Exam report: TBD MANDATORY, up to 15 days after the test Regulations:

FCL.920 – Instructor competencies and assessment.

FCL.935 – Assessment of Competence

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **TRI(MPA) and SFI(A) Assessment of Competence**

**Conditions:**

Examiner: DCA Inspector or TRE(A) or SFE(A) with FCL.1005.TRE / SFE (a)(5) privileges

Experience & crediting: FCL.915, FCL.930 (TRI) / (SFI)

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 90 minutes flight for initial issue or 60 minutes for Revalidation or Renewal in A/C or 180 minutes in FSTD.

License endorsement: Not applicable

Exam report: DCA-PEL-22 / DCA-PEL-23 MANDATORY, up to 15 days after the test

Regulations:

FCL.920 – Instructor competencies and assessment.

FCL.935 – Assessment of Competence

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **FI(H), IRI(H) SFI(H) and TRI(H) Assessment of Competence**

**Conditions:**

Examiner: DCA Inspector or FIE(H) with FCL.1005.FIE(b) privileges (on single pilot helicopters) or TRE / SFE with FCL.1005.TRE (b)(4) privileges

Experience & crediting: FCL.915, FCL.930 (FI) (IRI) (TRI)

Exam duration: according GM1 FCL.1015, at least 04 hours total, of which at least 90 minutes flight for initial issue or 60 minutes for Revalidation or Renewal in A/C or 180 minutes

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in FSTD for TRI.

License endorsement: Not applicable

Exam report: MANDATORY, up to 15 days after the test

Regulations:

FCL.920 – Instructor competencies and assessment.

FCL.935 – Assessment of Competence

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Examiners Assessment of Competence**

#### **Conditions:**

Examiner: DCA Inspector or Senior Examiner specifically authorised to do so by DCA Exam

duration: Duration of the test conducted

License endorsement: Not applicable

Exam report: DCA-PEL-18MANDATORY, up to 15 days after the test Regulations:

FCL.1020 - Examiners assessment of competence

FCL.1025 - Validity, revalidation and renewal of examiner certificates

FCL.1030 - Conduct of skill tests, proficiency checks and assessments of competence

### **Test Tolerances (Aeroplane and Helicopter)**

The nominated tolerances are defined in MCAR-FCL with some additional figures for standardization and general guidance for examiners.

Tolerance figures are to be used as the basis for assessment on the perfect day in an easily handled aeroplane/helicopter. Since this combination is rare, the examiner shall make allowance for turbulent conditions and the handling qualities and performance of the type of aeroplane/helicopter used.

Applicants may be advised that, during the flight, they should concern themselves only with flying and operating the aeroplane/helicopter to the best of their ability and not attempt to remain within the tolerances to the detriment of smooth handling.

### **MONITORING OF EXAMINERS**

The monitoring and supervision of examiners is made through various mechanisms and procedures which includes:

- (a) Monitoring the examiners activity;
- (b) Supervision the examiners activity;
- (c) Mitigation of errors committed by examiners;
- (d) Monitoring the non DCA Examiners activity.



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## Monitoring Examiners Activity

Monitoring the Examiners activity is obtained through the regular verification by the DCA of PEL forms submitted for issuing, revalidating or renewing licenses, qualifications or certificates.

Will be verified:

- (a) If the examiner qualifications and certificate as well, where applicable, the medical certificate are valid at the date of the practical exam;
- (b) If the practical examination is carried out in accordance with the privileges inherent to the examiner certificate issued;
- (c) Random confirmation with training organizations, operators, ATS or other pertinent bodies, of all records and data relating to flight or Simulator session, namely:
  - i. the takeoff and landing of the aircraft used in the examination;
  - ii. the start and end of the Simulator session;
  - iii. of the sites used for instrument approaches (where applicable);
  - iv. the flight plan submitted and the respective route (when applicable);
- (d) The correct completion of forms;
- (e) If the maneuvers, exercises or mandatory procedures of examination profile were completed;
- (f) If it was communicated prior notification of the test to DCA in cases where this is required;
- (g) If it was communicated the examination report to the DCA, as established.

## Supervision of Examiners Activity

The supervision of Examiners activity is through the supervision of examinations by inspectors designated by DCA. These verifications shall be carried out in two ways:

- (a) At random, through the choice of tests previously notified to the DCA as established procedures or any other that the DCA has knowledge and if it deems convenient;
- (b) When an examiner evidence relevant non-conformity as described in chapter "mitigation" below.

It is established that the number of minimum supervision (random and programmed) to be conduct yearly is 5% of the total number of examiners by category of aircraft as listed in the 01 of January of the year concerned.

Will not be held more than a supervisory action in each year to the same examiner, in the same category of aircraft, except in the cases referred to in chapter "mitigation" below.

The AoC carried out by DCA Inspectors for the issuance, renewal or revalidation examiner certificate, count towards the total annual supervision here set.

In each supervision conducted will be filled in the form "DCA-PEL-18 Examiner Assessment of Competence".

The Inspector should, in the comments section, register comments of the supervised examiner, as well as relevant circumstances off the examination conditions.

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## Mitigation of Errors committed by Examiners

The actions of monitoring or supervision can detect the occurrence of fraud, infringement, irregularity or failure of standardization in conducting practical tests, as well as in the respective completion of forms by the examiners.

It is also possible detects improvements for DCA and or examiners procedures.

Furthermore, it is possible to detected instances by technicians from the DCA Licensing Section on the licensing acts for the issuing, revalidating or renewing licenses, qualifications or certificates.

The cases detected, being communicated to the examiners, will lead also to mitigation actions on the examiner concerned and or all examiners.

These occurrences typify the following cases:

1. Incorrect Fill form of practical examination;
2. Use of incorrect practical examination form;
3. No realization of compulsory notification of practical examination;
4. Conducting practical exam without proper approval (mandatory notification held);
5. Conducting practical exam without being fulfilled the prerequisites and requirements for applicants before the practical exam;
6. No realization of practical examination report;
7. Behavioral Conduct unbecoming of the examiner;
8. Conducting practical exam without being properly qualified and/or certificate, or without stopping the privileges inherent in the conduct of the examination;
9. The practical examination profile, by default of maneuvers, exercises or mandatory procedures contained in the forms approved in accordance with the regulations;
10. Execution of maneuvers, exercises or procedures not covered in the forms approved in accordance with the regulations;
11. Proven breach of the data protection act;
12. Proven violation of rules of the air, in the course of conducting flight tests;
13. Proven responsibility of the examiner in aeronautical incidents;
14. Proven responsibility of the examiner in aviation accidents.

Without prejudice to any liability of civil or criminal nature, it is important to mitigate with occurrences detected and may, however, be suspended or definitely cancelled, examiner certificates in cases where such instances occur.