

# 1 Introduction

## 1.1 Purpose and scope

This handbook contains the standards, policy, procedures and guidelines to be used by Part 61 of the *Civil Aviation Safety Regulations 1998* (CASR) flight examiner rating holders (examiners), persons approved under regulation 61.040 of CASR, CASA Flying Operations Inspectors (FOIs), and CASA Flight Training Examiners (FTEs) in the conduct of flight tests and proficiency checks.

The audience for this handbook includes:

- examiners, as a guide to their duties, responsibilities and conduct
- CASA staff who have a role in the oversight of the flight test or proficiency check process
- training providers who train applicants for the grant of a flight crew qualification
- flying training applicants for a flight crew qualification
- the aviation industry for information about approvals and the conduct of flight testing.

When performing their duties examiners have, as their primary responsibility, the safety of air navigation.

This handbook is designed to assist examiners to:

- understand their responsibilities and duties as an examiner
- understand the principles of flight testing
- conduct flight tests for flight crew qualifications and proficiency checks.

**Note:** Throughout this handbook a reference to an examiner is taken to be a reference to CASR Part 61 flight examiner rating holders, CASR 61.040 approval holders, CASA flying operations inspectors and CASA flight training examiners.

## 1.2 Authority of the handbook

The Part 61 Manual of Standards (MOS) provides the legislative head of power for the Flight Examiner Handbook (FEH).

The Part 61 Manual of Standards Instrument 2014, clause 4, states:

'For paragraph 98(5A)(a) and subsection 98(5D) of the *Civil Aviation Act 1988*, and regulation 11.068 of CASR 1998, it is a condition on the following:

- (a) a flight examiner rating
- (b) an approval under regulation 61.040 to conduct a flight test or a proficiency check issued before or after this MOS, that when conducting a flight test or a proficiency check the holder of the rating, or of the approval, must comply with the requirements of, and take into account the recommendations in, the Flight Examiner Handbook as in force and published on the CASA website at the time of the flight test or proficiency check.'

## 1.3 How to use the handbook

Chapters 1 to 4 of this handbook provide general guidance for examiners, with chapter 3 providing detailed methodology and chapter 4 focusing on the assessment of human factors and non-technical skills.

Chapters 5 to 35 provide detailed instructions specific to each type of licence, rating and endorsement flight test or proficiency check.

Chapters 5 to 35 are divided into subsections:

- **Examiner requirements**, which lists the mandatory requirements pertaining to the specific flight test or proficiency check.
- **Plan, Conduct and Complete**, which each provide additional requirements and detailed guidance material to assist examiners in the planning, conduct and completion of each specific flight test or proficiency check.

## 1.4 CASA's expectations of examiners

The examiner rating is one that CASA and the aviation industry values highly, particularly because of the inherent recognition of an examiner's integrity and experience and the important role examiners play as part of the aviation safety system. CASA stresses the independence of an examiner and relies upon an examiner to withstand the sometimes-subtle pressures from employers, training providers and applicants.

By virtue of holding the examiner rating, an examiner has a high standing within the aviation community and is uniquely placed to monitor and positively influence the piloting skills, experience, knowledge, behaviours and attitudes of those with whom they come in contact.

CASA requires an examiner to:

- maintain an exemplary standard of professionalism, integrity and ethics
- diligently exercise the privileges of the rating, complying with all applicable legislation, conditions and directions, as well as being mindful of relevant guidance material
- properly assess an applicant's skills, knowledge, behaviours and attitudes to ensure a competent and safe pilot is produced
- engender and influence the attainment of continuously improving safety and standards in applicants and training providers
- diligently complete all relevant administrative procedures within timeframes required by legislation and CASA policy
- accurately report the outcomes of examiner activities in a timely manner to assist CASA in monitoring the safety health of the pilot community.

Further examiner requirements are explicitly described within each flight test and proficiency check chapter (refer FEH chapters 5 to 35). These requirements are mandatory. The remainder of the manual content constitutes guidance material for standardisation applicable to flight tests and proficiency checks.

## 1.5 Responsibility for the handbook & amendment status

The sponsor of this handbook is the Manager Flight Testing Office.

The Manager - Flight Testing Office is responsible for generating change requests, updating the handbook via the content management system, and ensuring that the content is aligned with current legislation and practices.

Suggestions for improvement are welcome. This handbook is a living document. As a result of experience, legislative change, new technology, your comments or suggestions, it will be amended and reissued when required.

If you would like to suggest changes to this document or find that the handbook is inconsistent with other advice provided by CASA, please contact the Flight Testing Office via [Contact us | Civil Aviation Safety Authority \(casa.gov.au\)](#) or email [flighttesting@casa.gov.au](mailto:flighttesting@casa.gov.au)