

2 Administration

2.1 Overview

This section of the Flight Examiner Handbook sets out the policy and procedures for the management of all examiners and those holding the privileges of an examiner. CASA may determine an alternative procedure and approval method for providing the privileges of a flight examiner rating.

2.2 Application for a flight examiner rating or endorsement

A person wishing to be granted a flight examiner rating or to add a flight examiner endorsement to their rating should meet the experience criteria and follow the application procedures described within [CASA Form 61-FER](#). This form is available on the CASA website.

An applicant must provide all the documentation and information requested in Form 61-FER. Failure to provide all the requested information and documents may result in the application being declined. CASA Form 61-FER should be submitted in accordance with the instructions described on the form, refer to the submission checklist to ensure the application is complete.

An applicant may provide additional supporting documents with an application. All supporting documents should show the name and aviation reference number (ARN) of the applicant on each page.

Additional pages may be added to the application if there is insufficient space provided on the application form. All additional pages must show the name and ARN of the applicant on each page.

2.2.1 Qualifications and experience

As described in paragraph 11.055(4)(c) of CASR, CASA may take into account an applicant's experience in aviation when considering the grant of a flight examiner qualification.

To this end, CASA has defined the expected experience levels in the CASA Form 61-FER for each examiner endorsement.

Applicants for Flight Examiner Rating Course (FERC)

The application (Form 61-FER) will be assessed by the Flight Testing Office (FTO).

It is mandatory that an applicant holds the requirements for the relevant flight examiner endorsement listed in regulation 61.1310 of CASR reference table column 3.

Additionally, in accordance with subregulation 11.055(4) of CASR, when receiving an application for an examiner authorisation, CASA will also take into account the applicant's relevant and necessary aviation experience. The expected experience levels that CASA uses as a guide to assess suitability for each flight examiner endorsement are detailed in Form 61-FER. Applicants must provide satisfactory documentary evidence of the declared qualifications and experience when submitting their application.

If the applicant's experience does not meet the indicated experience levels in Section 9 of Form 61-FER, they must provide supporting evidence of equivalent aviation experience with the application to inform an assessment of suitability. Relevant operational, training and assessment qualifications and experience will be considered.

All experience claims declared by the applicant in FEH chapter 9 will be further validated on the day of the flight test by a CASA Officer (against pilot logbook evidence).

2.2.2 Application review

Each application for the grant of a flight examiner rating or flight examiner endorsement will be reviewed for completeness and eligibility.

CASA may seek further information regarding the applicant and/or their application where this is considered necessary. The applicant will be advised if further information is to be sought.

The review of an application will take into account the eligibility criteria described in this section.

Where CASA is of the view that an applicant does not meet the specified eligibility criteria, the applicant will be advised accordingly, and any shortcomings and deficiencies identified will be described in that advice. An applicant may re-apply once they have met the specified eligibility criteria.

2.3 Flight examiner rating course

The CASA Flight Examiner Rating Course (FERC) is a competency-based training course. Designed to meet the requirements set out in Part 61 MOS for the grant of a flight examiner rating and/or a flight examiner endorsement, the FERC enables applicants for a flight examiner rating (FER) and endorsement, or CASR regulation 61.040 approval, to gain the knowledge, skills and attitudes required to exercise the privileges of the rating and flight test endorsements.

Course phases

The FERC consists of five phases, each of which must be successfully completed to progress to the next phase. Designed for practical application using examples that relate to aeroplane, helicopter and multi-crew operations. It can be applied to a variety of both flight test endorsements and geographic locations.

The 5 phases for completing the FERC are:

1. eLearning modules
2. a workshop
3. practical training
4. an interview
5. a flight test.

eLearning modules

The eLearning phase consists of 6 modules:

1. legal and general administration
2. understanding assessment
3. assessing human factors and non-technical skills
4. core principles – plan
5. core principles – conduct
6. core principles – complete.

Applicants are required to complete a workbook during the eLearning phase.

Workshop

The workshop is either a one-day classroom session conducted face-to-face, or 2 half-day webinar sessions conducted online. The workshop provides applicants with the opportunity to review examiner behaviours through scenarios presented (by video) and compare their observations with the Part 61 MOS and the FEH in order to make competency determinations. During the workshop the applicant's workbook (completed during the eLearning phase) will be used to present flight-testing scenarios relevant to the applicant's flight test endorsements and location.

Practical Training

The Practical Training phase gives the FERC applicant practical experience in flight testing. Consisting of observation and practice, it is undertaken under the coaching of an approved industry senior examiner.

Initially the applicant will observe the senior examiner conducting actual tests, and then practise conducting tests under the direct supervision of the senior examiner.

Interview

The interview is conducted by CASA on an individual basis, allowing the applicant to have a personalised discussion regarding the flight-testing process.

The interview includes topics produced by the knowledge deficiency report (KDR) of the eLearning assessments (if applicable), the workshop participation and the practical training report.

Flight test

The FER flight test is conducted by CASA at a time and place arranged with the applicant.

The course is completed when the applicant has successfully passed a flight test for the grant of the FER or an additional flight test endorsement.

2.3.1 Learner pathways

The FERC is designed with various learner pathways. This includes an entry level pathway for new examiners, and for existing examiners, a pathway to apply for the grant of additional flight test endorsements which recognises prior experience. CASA will advise the pathway which is applicable to each applicant.

2.4 Flight Test Management

2.4.1 Regulatory requirement

In accordance with paragraphs 61.1295(5)(a)(b) of CASR, examiners must notify CASA of the examiner's intention to conduct the flight test or proficiency check, at least 24 hours before commencing the flight test for a pilot licence, or a rating or endorsement on a pilot licence.

Notification must be made online using the Flight Test Management (FTM) system. CASA's expectations regarding the use of the system and the information required when notifying a Flight Test or Proficiency Check is available via [Flight Test Management system | Civil Aviation Safety Authority \(casa.gov.au\)](https://www.casa.gov.au/flight-test-management-system)

2.4.2 Notification of flight tests

The following considerations must be followed when notifying a flight test or proficiency check:

Examiners must ensure that the required application/notification and flight test/proficiency check forms are used for each qualification tested.

Examiners should provide information detailing each flight test profile to ensure the validity and reliability of the assessment (flight test or proficiency check) is not compromised. For example, the examiner needs to identify the intention to conduct multiple flight tests in a single day or multiple flight tests in a single event. CASA may contact the examiner to discuss the integrity of the assessment plan and fatigue risk management considerations.

When a flight test has been discontinued or failed (and credits are given) by the first examiner, and a second examiner is required to complete the flight test, the first examiner must enter the result (discontinued or failed) and submit the flight test or proficiency check report. The first examiner should retain a copy of the report and provide the documentation to the second examiner. The second

examiner must make a new notification in FTM system, adding a comment that the test is a continuation or a re-test of the first test.

Note: If unable to notify CASA via the FTM system, the Flight Examiner should contact CASA with details via applications@casa.gov.au or phone 131 757.

2.5 Fatigue Risk Management

When conducting more than one flight test or proficiency check in the same Flight Duty Period (FDP), examiners should apply their own threat and error management skills and consider if their fatigue at the end of the FDP would be a possible threat to the safe outcome of the flight.

To avoid errors and biases when conducting flight tests or proficiency checks, the examiner should allow plenty of time to observe the applicant over a sufficient time frame (as per the FEH Testing methodology) in order to increase the effectiveness of the assessment process.

The time pressure imposed on the applicant undertaking multiple tests on any one day, or the time pressure imposed on the examiner doing multiple tests with more than one applicant, must be carefully considered. Examiners should not rush the applicant or increase the level of stress they may already have at the commencement of the flight test.

Working on demanding mental tasks leads to a progressive increase in fatigue. Rest breaks should be included to help decrease fatigue and improve performance and safety.

The responsibility for management of fatigue on a flight test or proficiency check rests with the examiner. However, it is a condition on every flight crew licence that a pilot must not conduct a flight if they are or are likely to be fatigued. Furthermore, the pilot in command (PIC) is responsible for safety of the aircraft and persons on board.

Therefore, examiners should comply with the CAO 48.1 - Fatigue Management appendix applicable to their operation when conducting flight tests and proficiency checks.

2.6 Surveillance

CASA's functions under section 9 of the *Civil Aviation Act 1988* include the requirement for CASA to conduct comprehensive industry surveillance of safety-related decisions.

Flight testing is considered one of the highest levels of safety-related decision making and one of the purposes of Flight Test Management (FTM) is to enable surveillance of flight tests and proficiency checks.

It is therefore essential that examiners provide accurate dates and start times including any changes to the date and start time (unless the test has already commenced) in FTM. If doing multiple tests in one day, notification of planned start time for each applicant is required.

2.7 Logging of flight time

For an applicant who holds a pilot licence, the flight time accrued by the applicant must be logged as ICUS (in command under supervision) regardless of whether the assessment resulted in a pass or a fail.

For an applicant who was *not* the holder of a pilot licence, the flight time accrued by the applicant:

- when the assessment resulted in a fail, may be logged as 'Dual' with the approval of the applicant's CASR Part 141 or Part 142 training provider
- when the assessment resulted in a pass, may be logged as ICUS on the basis that CASA would grant the pilot the pilot licence predicated on the successful flight test.

2.8 FER – English language assessment

For holders of the English language assessment flight examiner endorsement and holders of an English language proficiency instrument of approval, the following conditions and procedures apply:

1. The assessor must assess a candidate for an AELP assessment to the AELP level 6 (expert level) standard in Schedule 8, Section 2 of the Part 61 MOS.
2. The assessor must assess a candidate for a GELP assessment to the GELP standard in Schedule 2, Section 1 of the Part 61 MOS.
3. The assessor must only complete a GELP assessment for a candidate who does not meet the GELP standards mentioned in Schedule 2, Section 1 of the Part 61 MOS.
4. The assessor must:
 - a. conduct an ELP assessment in accordance with any instructions issued by CASA
 - b. make an audio recording of the ELP assessment that accurately records the candidate's performance in the assessment
 - c. retain the original of the recording for a period of not less than 6 years after the date of the ELP assessment
 - d. provide a copy of the recording to CASA if requested in writing by CASA
 - e. conduct the ELP assessment in a 'face-to-face' capacity with the candidate, unless otherwise specifically approved by CASA
 - f. within 7 days after conducting the ELP assessment, provide CASA with a written report of the assessment using the [myCASA](#) portal or form 'Notification of English Language Proficiency' (61-9ELP), as appropriate.

Note: The form is available on the CASA website.

2.9 Medicals

Table 1. Classes of medicals

Licence	Class 1	Class 2	RAMPC	Basic Class 2	Class 5
Recreational pilot licence aeroplane	✓	✓	✓	✓	✓
Recreational pilot licence helicopter	✓	✓	✓	✓	✓
Private pilot licence aeroplane	✓	✓	✓**	✓***	✓****
Private pilot licence helicopter	✓	✓	✓**	✓***	✓****
Commercial pilot licence aeroplane	✓	✓*			
Commercial pilot licence helicopter	✓	✓*			
Multicrew pilot licence	✓				
Air transport pilot licence aeroplane	✓				
Air transport pilot licence helicopter	✓				

*Under Part 7 of CASA EX66/21, certain foreign cadet pilots are exempt from the requirement to hold a current Class 1 medical certificate to be eligible to take a flight test for a CP if they instead hold a current Class 1 medical certificate and a Class 1 medical assessment.

**The holder of an RAMPC can exercise the privileges of the PPL under the operational limitations of the RAMPC despite not holding Class 1 or 2 medical certificate.

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***Under CASA EX69/21, the holder of a Basic Class 2 medical certificate can exercise the privileges of the PPL under the operational limitation of the Basic Class 2 medical certificate despite not holding a Class 1 or 2 medical certificate.

****Under CASA EX01/24, the holder of a Class 5 record of medical self-declaration can exercise the privileges of either the RPL or PPL concerned under the operational limitations of the Class 5 record despite not holding a Class 1 or 2 medical certificate).