

33 Flight Instructor Proficiency Check

The aim of this proficiency check is for the applicant to demonstrate competency in the knowledge, skills and attitudes as required in Schedule 6 of the Part 61 MOS for the flight instructor proficiency check (FPC).

33.1 Examiner requirements

The following examiner requirements are applicable to the conduct of the FPC:

1. The examiner must conduct the FPC in accordance with clauses 1 to 3 of Schedule 6 of the Part 61 MOS.
2. The examiner must conduct the FPC within the operational scope and conditions described in clause 4 of Schedule 6 of the Part 61 MOS.
3. The examiner must ensure that the ground component of the proficiency check is successfully completed before conducting the pre-flight briefing and flight component of the proficiency check.
4. The examiner must not introduce or permit simultaneous, multiple and unrelated simulated emergencies or abnormal events during the flight. Emergencies and abnormal situations relating to aircraft systems, powerplants and the airframe must be limited to those described in the AFM.
5. After a simulated failure, the examiner must ensure the aircraft is reconfigured to a normal operating mode before another simulated failure may be introduced, except where the simulated failures are linked. The safety of the aircraft should never be in doubt when simulating emergencies or failures.
6. The examiner must give the pre-flight briefing sequence on the day of the proficiency check.
7. The examiner must not give credits for any items of the ground component of the proficiency check if that component of the proficiency check is terminated due to failure of an item.
8. The examiner must terminate the proficiency check at the point where a fail assessment is made. This applies to either the ground or the flight component. If the flight component error is safety critical, no credits are to be given.
9. The examiner must complete and de-brief the ground component of the proficiency check prior to the commencement of the flight component. The flight component includes the pre-flight briefing.
10. The examiner must review the applicant's logbook to determine (or confirm) the proficiency check assessment content relates to a training endorsement (or endorsements) which have been active in the preceding 12 months.
11. Where an applicant for a proficiency check holds a class rating training endorsement (multi-engine) or a type rating training endorsement for a multi-engine aircraft, then at least each alternate proficiency check should be conducted in a multi-engine aircraft or an FSTD approved for the purpose.
12. At the conclusion of the proficiency check when reporting the result in FTM, the examiner must enter the following details:
 - the long briefing topic
 - the pre-flight briefing topic
 - the air exercise 1 sequence
 - the air exercise 2 sequences.
13. Where credits are available for proficiency check items, they are valid for 28 days only. After 28 days, the proficiency check must be conducted in full.

33.2 Plan

33.2.1 Testing methodology

The examiner should apply the proficiency check methodology described in chapter 3, Adult education and competency-based assessment and chapter 4, Assessment of human factors and non-technical skills.

The proficiency check should be designed such that all required components can be assessed in a logical sequence. Where one or more mandatory units or elements are unable to be assessed for any reason, the proficiency check cannot be completed.

The examiner must ensure the applicant is given adequate notice of the intended task to allow for unhurried preparation and planning (simulating a training flight applicable to the training endorsement(s) the applicant holds). The applicant should be given the test scenario at least 24 hours before the start of the proficiency check.

It is recommended that the examiner plans for briefing times of approximately:

- 0.7 hour for a long briefing
- 0.2 hour for a pre-flight briefing.

It is recommended that the examiner plans an airborne time of approximately:

- 1.5 hours for the general handling and test specific manoeuvres.

Use of IFR procedures (FPC conducted VFR)

If IFR procedures are used for a positioning flight, this part of the flight should not form part of the proficiency check or be taken into account in the proficiency check flight time. A landing and shutdown should terminate the IFR flight segment before commencing the FPC assessment flight sequences.

The FPC should be concluded by a landing and shutdown in VFR conditions before commencing the IFR return positioning flight.

Only the flight time associated with the FPC should be considered as the flight time for the proficiency check.

33.2.2 FPC scope and conditions

The FPC must be conducted in VMC under the VFR, or IFR, as applicable, and in an aircraft or an FSTD approved for the purpose, in accordance with subregulation 61.1180(4) of CASR.

The aircraft or FSTD used for the FPC must be of the appropriate category and be capable of being operated for the kind of operations relevant to the training endorsement(s) the applicant holds and that are assessed in the FPC.

For testing in a FSTD, the examiner must be type rated in order to assess the applicant demonstrating knowledge, conducting aeronautical knowledge training and the conduct of activities and manoeuvres which are applicable to, or which are relevant to, the endorsements that are being assessed during the flight test.

The activities and manoeuvres, listed in FEH 33.4.3 table 45, mirror the FPC test form and FTM items. They are a paraphrase of the Part 61 MOS Schedule 6 for the FPC.

These activities and manoeuvres, described in clause 3 of Schedule 6 of the Part 61 MOS and the FPC test form, must be assessed against a representative sample of the performance criteria applicable to the Element being assessed, taking into account the relevant competency standards prescribed in Schedule 2 of the MOS.

FPC flight tolerances and ground reference tolerances are specified in Tables 2, 4 and 7 of Schedule 8 of the MOS. Sustained deviation outside the applicable flight tolerance is not permitted.

The FPC applicant should demonstrate that control of the aircraft or procedure is maintained at all times, that the successful and safe outcome of any manoeuvre is not in doubt and that any corrective action is taken promptly.

To assist in the assessment of the FPC applicant's flight management ability, the applicant should decide positioning, height and orientation for all flight sequences and manage all relevant radio communications.

A competent performance in operating the aircraft is one in which the FPC applicant is in control of the aircraft and is able to manage unplanned situations to achieve the desired task outcome.

Additionally, FPC applicants should demonstrate efficient and effective decision making, continuous situational awareness and confident task management whilst maintaining positive and smooth aircraft control.

For ME aircraft, a simulated engine failure after take-off must not be initiated at a height less than 400ft AGL.

For ME aircraft, simulated engine failures after take-off, in the cruise or during instrument approach procedures must be conducted by day in VMC.

Recoveries from unusual attitudes must be conducted by day in VMC.

For the above procedures, the concept is that IMC is simulated and the applicant has a clear view of the horizon.

33.3 Conduct (ground component)

33.3.1 Initial brief to applicant

In accordance with FEH chapter 3, Adult education and competency-based assessment; the examiner must begin the proficiency check with a brief to the applicant on the following items:

- proficiency check context, purpose and content
- assessment procedure
- function of the examiner
- standards against which competency will be assessed
- actions in the event of a failure assessment
- the 'trainee profile' for the proficiency check scenario.

The applicant should be encouraged to ask for clarification should they become uncertain on any of the proficiency check elements.

33.3.2 Document review

The examiner must confirm the identity of the applicant for the FPC. To achieve this, the logbook, licence and medical certificate must be checked. Ideally, these documents should be presented to the examiner prior to the commencement of the proficiency check.

Licence – the applicant for the FPC must hold a PPL, CPL or ATPL of the same category as the aircraft in which the proficiency check is conducted and hold the FIR.

Aeronautical knowledge examinations – N/A.

Knowledge deficiency report (KDR) – N/A.

Flight training requirements – N/A.

Aeronautical experience – N/A.

English language proficiency – N/A.

Eligibility certification – N/A.

Medical certificate – for proficiency checks conducted in an aircraft, the examiner must check that the applicant holds a medical certificate or a medical exemption allowing them to exercise the privileges of the licence and rating. (Refer to FEH 2.9 table 1 for a summary of medical requirements.)

Security check and fit and proper person requirements – N/A.

If the proficiency check is a retest following a failed assessment, requiring remedial training – the examiner must review the applicant's training records for evidence that appropriate remedial training has been successfully carried out with the applicant.

33.3.3 Assessment of knowledge requirements

Questions for the oral knowledge assessment must be in accordance with the knowledge requirements topics listed in clause 2 of Schedule 6 of the Part 61 MOS.

The examiner should use a developed set of scenario-based questions for the listed topics to achieve effective assessment of the applicant's working knowledge and reasoning ability. It should be a structured conversation to a logical conclusion, starting broad and funnelling down, rather than simple factual recall. (Refer to FEH 3.2.5 to 3.2.7 for appropriate questioning techniques and methods of enquiry.)

Conducting the Aeronautical Knowledge Quiz

The examiner should include questions from the knowledge standards defined in Schedule 3 of the Part 61 MOS, relating to the training endorsement being tested. The assessment of aeronautical knowledge is related to the applicant's 'own knowledge', not an ability to transfer knowledge, therefore, the examiner should not require 'teaching' during this assessment. Where they are relevant, the bank of questions should cover multiple 'themes' of knowledge, such as:

- general aeronautical knowledge
- aerodynamics
- flight rules and air law
- human factors principles
- navigation
- meteorology.

It is recommended the examiner allows 45 to 60 minutes for the knowledge requirements.

33.3.4 The long briefing

The FPC should include a long briefing and prior notice of the briefing topic should be given to the applicant prior to the day of the proficiency check.

During the long briefing, the examiner should not interrupt the applicant to explore their theoretical knowledge; rather, any occasional interjection should be as the 'trainee' reacting to the briefing content and delivery. The examiner may query the applicant upon conclusion of the briefing.

33.3.5 Ground component debriefing

At the conclusion of the ground component, the examiner shall de-brief the FPC applicant on that portion of the proficiency check so far. The debriefing shall include feedback against the specific performance criteria.

33.3.6 Assessment of flight planning

As part of the proficiency check, the applicant must complete or demonstrate knowledge of (if computer generated):

- flight plan

- fuel plan
- flight notification (if applicable)
- weight and balance calculation
- take-off and landing distance/performance calculation.

When reviewing the applicant's flight preparation documents, the examiner must be satisfied that the applicant is able to validate the data on which the planning decisions and calculations have been made (including, forecast weather, NOTAMs, aircraft data, chart validity).

The examiner must ensure, through considered questioning, that the preparation is solely the work of the applicant and meets the knowledge standards as applicable.

33.4 Conduct (flight component)

33.4.1 Assessment of the applicant's performance

When assessing the competency standards for the activities and manoeuvres in this chapter and on the flight test form, the examiner should consider both the technique used to execute the activity or manoeuvre and that tolerances are maintained within required parameters.

The relevant performance criteria for each element frequently use the terms: technique, smoothness, accuracy, judgement, procedures, knowledge, and flight management.

The following explanations are provided to assist the examiner in assessing the flight component:

- **Technique** – is the method by which a task is performed. There may be more than one acceptable technique and the examiner should be mindful of this in their assessment. Technique should, however, always involve the application of smooth, coordinated and accurate control inputs. Adjusting power, attitude and trim should be in a timely and coordinated fashion whilst following correct procedures
- **Smoothness** – is the ability to skilfully make the appropriate rate of adjustment to power and attitude during a manoeuvre. The applicant should demonstrate smooth flying in all sequences
- **Accuracy** – is the ability to control height, airspeed, heading, balance and trim within the required MOS flight tolerances. Sustained errors outside the MOS flight tolerances in any of these aspects should result in a fail assessment
- **Judgement** – is applicable to all tasks but is of importance with respect to the effect of environmental conditions such as cloud, visibility, wind and turbulence. It may be that on some occasions the flight conditions are such that even though the applicant's technique is sound, the aircraft may deviate outside specified tolerances for short periods. In such cases the assessment of technique, smoothness, accuracy and judgment should be the determining factors
- **Procedures** – the applicant should demonstrate awareness and practical application of nominated standard operating procedures and checklist discipline throughout the flight test. In many circumstances, the adherence to SOP's may be the reason a committed error has been corrected in a timely manner
- **Knowledge** – during the flight test the applicant's underpinning knowledge may be further tested. For example, during the management of an aircraft system failure, it may become apparent that there is a lack of knowledge of that system
- **Flight management** – the applicant should demonstrate satisfactory proficiency in aircraft and flight management systems, situational awareness, threat and error management and decision-making during the flight.

Assessment should be based on the technique used by the applicant and not just the ability to perform the task within specified numerical tolerances.

Applicants should not be given a second opportunity to demonstrate a manoeuvre unless, in the opinion of the examiner, the circumstances causing failure of the first attempt were outside the control of the applicant in the test environment or the applicant recognised the error and self-managed corrective

actions. This should be considered when the examiner is observing an error or errors which may have the potential to become safety critical, providing the applicant is demonstrating non-technical skills and threat and error management appropriately before the examiner is required to intervene.

33.4.2 Pre-flight briefing

In accordance with FEH chapter 3, Adult education and competency-based assessment; the examiner must brief the applicant on:

- the scenario applied to the proficiency check environment (e.g. simulated training flight)
- the trainee profile
- the format of the flight component to ensure that the FPC applicant is in no doubt about what is required
- requirement to de-brief the 'trainee' on air exercise one
- pilot in command, including traffic separation and responsibilities
- transfer of control
- flight tolerances and ground references
- simulating emergencies, methods and calls
- actual emergencies
- procedures for simulating IMC (if applicable)
- multiple flights and the assessment of competencies (if applicable).

The applicant should be encouraged to ask for clarification should they be uncertain about any of the briefed items.

33.4.3 Assessment of activities and manoeuvres

An examiner must comply with the requirements and take into account the recommendations described below when planning and conducting the **FPC**. Where there are no specific recommendations, 'NSR' is listed in the table against the unit or element.

Table 45. Assessment of activities and manoeuvres - FPC

Phase of flight	Requirements	Recommendations
Pre-flight	(a) Plan a flight training exercise	The applicant should conduct a daily inspection which will be assessed by the examiner as a segment of planning flight training. This does not have to be the daily inspection used for maintenance release certification.
	(b) Perform pre-flight actions and procedures	NSR
	(c)(i) Pre-flight brief - confirm the trainee is prepared and can recall underpinning knowledge	The pre-flight briefing sequence should be the same sequence as the air exercise one. The applicant should check essential knowledge is 'recalled', as related to the practical aspects of flight (i.e. not unnecessarily re-teaching the long briefing theory).
	(c)(ii) Pre-flight brief - training outcomes and performance criteria are briefed	The applicant should question the examiner on the expected standards to be demonstrated.

Phase of flight	Requirements	Recommendations
	(c)(iii) Pre-flight brief - conduct of the flight and actions required by the trainee during the flight are briefed	The applicant should ensure the trainee is made aware of what will be seen and done during the flight.
	(c)(iv) Pre-flight brief - TEM issues applicable to the proposed flight are discussed	The applicant should question the examiner on expected TEM risks relevant to the flight.
Ground operations, take-off, departure and climb	(a) Complete all relevant checks and procedures	Should be conducted by the applicant to demonstrate flying ability.
	(b) Plan, brief and conduct take-off and departure procedures	Should be conducted by the applicant to demonstrate flying ability.
En route cruise	(a) Maintain straight and level and turn aircraft	Should be conducted by the applicant to demonstrate flying ability.
	(a) Implement handover and takeover procedure	NSR
	(b) Intervene to manage undesired aircraft state	When the undesired state is initiated by the examiner.
Test specific activities and manoeuvres	(c)(i) Air Ex 1 - Conduct airborne training - demonstrate manoeuvres with clear explanations	When conducting the air exercises, examiners should ensure the flight time reflects a thorough assessment of the units and elements of the training endorsement. This duration should not include any transit time to assessment training areas. Air exercise 1 should: <ul style="list-style-type: none"> • be the same as the pre-flight briefing sequence • if applicable, be different from the long briefing sequence so that the examiner has the opportunity to review skills associated with a greater scope of instructional sequences.
	(c)(ii) Air Ex 1 - Conduct airborne training - direct trainee task performance	The applicant should direct a period of simulated in-flight instruction.
	(c)(iii) Air Ex 1 - Conduct airborne training - monitor and assess trainee performance and give instruction	The applicant should be able to assess and provide remedial training following any poor flight demonstration by the examiner.
	(d)(i) Air Ex 2 - Demonstrate manoeuvres - manage PIC responsibilities	Air exercise 2 should include: <ul style="list-style-type: none"> • a demonstration and handling of in-flight emergencies • additional patterned sequence(s) as relevant to the training endorsement • narrated sequences with no simulated trainee response • fault analysis of simulated trainee flying • a demonstration of pure flying ability.

Phase of flight	Requirements	Recommendations
	(d)(ii) Air Ex 2 - Demonstrate manoeuvres - demonstrate and direct manoeuvres with clear explanations	The applicant must demonstrate a high standard in each of the manoeuvres requested by the examiner.
	(d)(iii) Air Ex 2 - Demonstrate manoeuvres - monitor and assess trainee performance and give instruction	The applicant should be able to assess and provide remedial training following any poor flight demonstration by the examiner.
	(e)(i) For multi-crew pilot training endorsement - teamwork and problem solving are emphasised	NSR
	(e)(ii) For multi-crew pilot training endorsement - NTS rather than manipulative skills are emphasised	NSR
	(e)(iii) For multi-crew pilot training endorsement - SOPs, cockpit discipline and use of automation	NSR
Descent and arrival	(a) Plan and conduct arrival and circuit joining procedures	Should be conducted by the applicant to demonstrate flying ability.
Circuit, approach and landing	(a) Conduct normal circuit pattern, approach and landing	Should be conducted by the applicant to demonstrate flying ability.
	(b) Perform after-landing actions and procedures	Should be conducted by the applicant to demonstrate flying ability.
Shut down and post-flight	(a)&(b) Park, shut down, secure aircraft and complete post-flight administration	Should be conducted by the applicant to demonstrate flying ability.
	(c)(i) Post-flight brief - trainee is given the opportunity to self-assess their performance against performance criteria	On conclusion of the flight, the FIR applicant shall de-brief the examiner on air exercise one as they would de-brief a real trainee following an instructional flight.
	(c)(ii) Post-flight brief - trainee's performance is assessed accurately and discussed	Each of the examiner's acceptable 'trainee demonstrations' must be de-briefed.

Phase of flight	Requirements	Recommendations
	(c)(iii) Post-flight brief - performance deficiencies are identified and remedial actions and proposed training is discussed	Each of the examiner's unacceptable 'trainee demonstrations' must be de-briefed.
	(c)(iv) Post-flight brief - TEM issues encountered during the flight are discussed	As created and demonstrated by the examiner during the flight component.
General requirements	(a) Maintain effective lookout	In most proficiency checks, the assessment of emergency and non-normal events will provide sufficient evidence of the NTS competencies. The examiner should provide, where possible, applicable operational environment scenarios to support these events.
	(b) Maintain situational awareness	
	(c) Assess situations and make decisions	
	(d) Set priorities and manage tasks	
	(e) Maintain effective communications and interpersonal relationships	The examiner should request a copy of company SOPs to ensure familiarity with standard briefs, work-cycles and procedural techniques.
	(f) Recognise and manage threats	
	(g) Recognise and manage errors	
	(h) Recognise and manage undesired aircraft state	
	(i) Use correct radio procedures	NSR
	(j) Manage relevant aircraft systems	NSR
	(k) Manage fuel system and monitor fuel plan and usage	NSR

33.4.4 Failure assessment

The failure to perform a manoeuvre or procedure may be broken into 2 levels depending on the safety implications during the proficiency check. Both levels result in a fail assessment.

Safety-critical items

The highest level, being safety critical, is where the control of the aircraft is such that the safe outcome of the manoeuvre or procedure is in doubt and the examiner has to take control (physically or by direction).

Examples of safety-critical failure items include, **but are not limited to**:

- failure to complete checklist items mandated by the AFM
- failure to correctly prepare the aircraft for flight
- failure to comply with ATC clearances and airspace requirements
- failure to operate the aircraft within the limitations of the AFM

- failure to maintain required flight visibility and cloud separation during a visual segment
- failure to maintain required terrain clearance
- failure to comply with minimum descent altitudes
- failure to maintain minimum traffic separation standards
- failure to comply with the hand-over/take-over technique (not applicable to single pilot authorisations)
- failure to safely and consistently apply the elements of NTS1 and NTS2.

If the error is safety critical and the examiner needs to take control or intervene, the proficiency check must be terminated immediately. For the FPC, no credits are to be given.

Non safety-critical items

The second level is where the control of the aircraft is such that the safe outcome of the manoeuvre or procedure is certain, but the flight tolerances have been exceeded or the technique is unsatisfactory.

The examiner has the discretion to enable the applicant to demonstrate NTS2 TEM to avoid the situation where the error becomes safety critical.

The examiner must terminate the flight test at the point where a fail assessment is made. This applies to either the ground or the flight components.

Credits are only valid for one retest.

33.5 Complete (post flight)

33.5.1 Debriefings

The examiner must debrief the applicant and, if applicable, the operator as soon as practicable after the conclusion of the flight component.

In the event of a fail assessment, in addition to the verbal debriefing, the examiner should ensure sufficient detail is entered into the applicant's training records to allow the operator to construct a remedial training program. CASR 61.385 implications should also be discussed with the applicant.

33.5.2 Proficiency check administration

At the conclusion of the proficiency check, the examiner must:

- enter in FTM, in accordance with the Examiner Requirements of 33.1 (12):
 - the long briefing topic
 - the pre-flight briefing topic
 - the air exercise 1 sequence
 - the air exercise 2 sequences.
- within 14 days after the day of the check, complete the proficiency check report and provide a copy of the report to the applicant and the operator
- within 14 days after the day of the check, complete the flight test management system notification requirements.

All items on the proficiency check form must be marked to indicate the assessment, with either **✓** (pass), **X** (fail), **N** (not tested) or **TR** (training records).

Licence entries made by the examiner must be in accordance with the Flight Crew Licensing Manual.