

34 Simulator 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 simulator instructor proficiency check (SPC).

34.1 Examiner requirements

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

1. The examiner must conduct the SPC in accordance with clauses 1 to 3 of Schedule 6 of the Part 61 MOS.
2. The examiner must conduct the SPC 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.
6. 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.
7. 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 components. If the flight component error is safety critical, no credits are to be given.
8. The examiner must complete and de-brief the ground component of the proficiency check prior to the commencement of the flight component of the proficiency check. The flight component includes the pre-flight briefing.
9. 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.
10. 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 FSTD approved for the purpose.
11. 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 sequences.
12. 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.

34.2 Plan

34.2.1 Testing methodology

The examiner should apply the proficiency check methodology described in FEH chapter 3, Adult education and competency-based assessment and FEH 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 plan briefing times of approximately:

- 0.7 hour for the 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.

34.2.2 SPC scope and conditions

The SPC must be conducted under the VFR or IFR as applicable and in an FSTD approved for the purpose, in accordance with subregulation 61.1205(4) of CASR.

The FSTD used for the SPC 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 SPC.

The activities and manoeuvres, listed in FEH 34.4.3 table 46, mirror the SPC test form and FTM items. They are a paraphrase of the Part 61 MOS Schedule 6 for the SPC.

These activities and manoeuvres, described in clause 3 of Schedule 6 of the Part 61 MOS and the SPC 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.

Sustained deviation outside the applicable flight tolerance is not permitted.

The SPC applicant should demonstrate that control of the FSTD Instructor Operating Station is maintained at all times, that the successful and safe outcome of any training session is not in doubt and that any corrective action is taken promptly.

To assist in the assessment of the SPC 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 FSTD IOS is one in which the SPC applicant is in control of the session and is able to manage unplanned situations to achieve the desired task outcome.

Additionally, SPC applicants should demonstrate efficient and effective decision making, continuous situational awareness and confident task management.

34.3 Conduct (ground component)

34.3.1 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.

34.3.2 Document review

The examiner must confirm the identity of the applicant for the SPC. To achieve this, the logbook and licence 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 SPC must hold a CPL or ATPL of the same category as the FSTD in which the proficiency check is conducted and hold the SIR.

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 – N/A.

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.

34.3.3 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 checked. 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.

34.3.4 The long briefing

The SPC 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.

34.3.5 Ground component debriefing

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

34.4 Conduct (flight component)

34.4.1 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.

34.4.2 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 session)
- the trainee profile
- the format of the flight component to ensure that the SPC applicant is in no doubt about what is required
- requirement to de-brief the 'trainee' on air exercise one
- 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.

34.4.3 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 **SPC**. Where there are no specific recommendations, 'NSR' is listed in the table against the unit or element.

Table 46. Assessment of activities and manoeuvres - SPC

Phase of flight	Requirements	Recommendations
Pre-flight	(a) 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). The limitations of the FSTD should be discussed.
	(b) Pre-flight brief - training outcomes and performance criteria are briefed	NSR
	(c) 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.
	(d) Pre-flight brief - TEM issues applicable to the proposed flight are discussed	NSR

Phase of flight	Requirements	Recommendations
	(e) Plan a flight training exercise	Confirm the technical and human factors requirements, including simulator sickness, safety and emergency procedures.
	(f) Perform pre-flight actions and procedures	Perform pre-flight FSTD and instructor station procedures.
Test specific activities and manoeuvres	(a) Air Ex - Conduct FSTD training - guide and facilitate learning and manage trainee cognitive load	Throughout all phases of the training, demonstrate the ability to avoid unnecessary interruptions to the flow of the training sequence. Improve training outcomes by, where necessary, freezing the simulator or repositioning the simulator to a designated position in space.
	(b) Air Ex - Conduct FSTD training - monitor and assess trainee performance and provide instruction	NSR
	(c) Air Ex - Conduct FSTD training - address any technical issues or unusual conditions as required	NSR
	(d) Air Ex - Conduct FSTD training - demonstrate ability to operate the instructor station	NSR
	(e) Air Ex - Conduct FSTD training - demonstrate ability to operate the functional controls of the pilot station	The applicant should demonstrate a working knowledge of cockpit systems and be able to direct the trainee to resolve uncertainties with operating the systems or performing checklists.
	(f) Air Ex - Conduct FSTD training – demonstrate a flight sequence	The applicant must demonstrate a high standard in each of the manoeuvres requested by the examiner.
	(g) For multi-crew pilot training endorsement - teamwork and problem solving are emphasised	NSR
	(h) For multi-crew pilot training endorsement - NTS rather than manipulative skills are emphasised	The applicant shall demonstrate a good working knowledge of the MCO competencies.
	(i) For multi-crew pilot training endorsement - SOPs, cockpit discipline and use of automation	NSR
Shut down and post-flight	(a) Perform post-flight FSTD and instructor station procedures	NSR

Phase of flight	Requirements	Recommendations
	(b) Post-flight brief - trainee is given the opportunity to self-assess their performance against performance criteria	On conclusion of the flight, the SPC applicant shall de-brief the examiner on air exercise one as they would de-brief a real trainee following an instructional flight.
	(c) Post-flight brief - trainee's performance is assessed accurately and discussed	NSR
	(d) Post-flight brief – trainee's performance deficiencies are identified and remedial actions and proposed training discussed	NSR
	(e) Post-flight brief - TEM issues encountered during the flight are discussed	NSR
General requirements	(a) Use correct radio procedures	NSR

34.4.4 Failure assessment

The failure to perform an activity 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 FSTD Instructor Operating Station is such that the safe outcome of the activity 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 FSTD checklist items mandated by the manufacturer
- failure to correctly prepare the FSTD for flight
- failure to operate the IOS within the limitations of the FSTD
- failure to comply with the hand-over/take-over technique (as applicable to FSTD training sessions).

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

Non safety-critical items

The second level is where the control of the FSTD is such that the safe outcome of the activity or procedure is certain, but the technique is unsatisfactory. Under these circumstances the proficiency check may be continued and credits given for successfully completed test items.

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

Credits are only valid for one retest.

34.5 Complete (post flight)

34.5.1 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.

34.5.2 Proficiency check administration

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

- enter in FTM, in accordance with the Examiner Requirements of 34.1 (12):
 - the long briefing topic
 - the pre-flight briefing topic
 - the air exercise 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 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.