

## 36 Flight Examiner 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 examiner proficiency check (EPC).

The applicant should have the ability to:

- plan a flight test/proficiency check including assessment of those performance criteria described in the Part 61 MOS
- deliver an adequate pre-test brief for a flight test/proficiency check
- conduct a flight test/proficiency check in accordance with the FEH
- make appropriate assessment decisions
- conduct a post flight test briefing
- debrief the training organisation
- complete all administrative requirements (pre and post flight test).

### Definitions

In the FER context, a flight test for an examiner rating involves 2 applicants. The primary applicant is the applicant for the FER or FEE and the second applicant is the person being assessed by the applicant for the FER or FEE.

To ensure that there is no confusion, the following definitions will apply:

The term '**Examiner**' in this chapter shall be taken to refer to one of the following listed persons (that is, a person assessing the applicant for the FER):

- a CASA flight training examiner
- a CASA flying operations inspector
- a person approved under regulation 61.040 of CASR.

The term '**Examiner Applicant**' in this chapter shall refer to the person applying for the FER and/or examiner endorsement.

The term '**Applicant**' in this chapter shall refer to either:

- an applicant(s)\* undertaking an actual flight test for a licence, rating or endorsement
- the examiner when required to role play an applicant in a simulated flight test.

**\*Note:** In a FER flight test or EPC where there is more than 1 applicant, e.g. multi-crew and FIR/SIR.

### The role of examiners

Examiners play a vital role in flight safety. With the 'pass' or 'fail' decision, the examiner is the 'gatekeeper' into the relevant licence, rating or endorsement privilege. As such, it is essential that an examiner is thoroughly familiar with the required knowledge, skills and attitudes (performance criteria and underpinning knowledge) described within Schedule 2 of the Part 61 MOS.

An examiner applicant should only be 'passed' if they have demonstrated the required standards. Hence, an applicant requires attributes such as:

- engendering and influencing the continuous improvement of safety and standards in both applicants and flight training organisations
- excellent planning skills
- an ability to communicate accurately and effectively with people

- an ability to replicate realistic applicant profiles (e.g. pilot instructor applicants)
- an ability to limit inflight intervention, whilst cognisant of flight safety
- integrity in decision making.

## 36.1 Examiner requirements

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

1. The examiner must conduct the EPC in accordance with clauses 1 to 3 of Schedule 6 of the Part 61 MOS.
2. The examiner must conduct the EPC 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 terminate the proficiency check at the point where a fail assessment is made. This applies to either the ground or the flight components.
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 a ground component item.
8. An examiner must not give credits for any items of the flight component of the proficiency check if the proficiency check is terminated due to failure of a flight component item.
9. 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.

## 36.2 Plan

### 36.2.1 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 examiner applicant is given adequate notice of the intended task to allow for unhurried preparation and planning (simulating a flight test applicable to the flight test endorsement(s) the applicant holds). The examiner 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 an airborne time of approximately:

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

The EPC comprises 3 components:

- **Component 1** (managed by the examiner)
  - flight test briefing
  - document review

- EPC knowledge requirements.
- **Component 2** (managed by the examiner applicant)
  - a simulated or real flight test/proficiency check which is covered by the flight test endorsement(s) the examiner applicant holds and includes the relevant sections of the FEH
  - for simulated PCs, the examiner may make a sample assessment of the Knowledge Requirements questions that the examiner applicant has prepared for the applicant
  - if the EPC simulates an FIR or SIR flight test or an FPC, the examiner should deliver the long and pre-flight briefings (role playing an applicant), sufficient for the examiner applicant to assess the briefing techniques
  - flight test/proficiency check de-briefings.
- **Component 3** (managed by the examiner)
  - proficiency check de-brief
  - administration.

### Actual flight test/proficiency check observation

At the discretion of the examiner, the EPC may utilise the observation of an actual flight test or proficiency check. In this case for component 2, the examiner applicant will be assessed conducting the test in accordance with the FEH for the qualification. The following additional procedures apply in this case:

- **Examiner pre-flight briefing** – the examiner shall brief the examiner applicant on the communication requirements during the conduct of the proficiency check. This shall include provision for terminating the proficiency check and take control events
- **Examiner applicant and examiner confer** - the examiner applicant should confer with the examiner prior to advising the applicant of any outcome. Prior to an opinion from the examiner, the examiner applicant should validate the pass or fail result in accordance with the relevant performance criteria described in the Part 61 MOS.

### Use of IFR procedures (EPC 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 EPC assessment flight sequences.

The EPC 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 EPC should be considered as the flight time for the proficiency check.

## 36.2.2 EPC scope and conditions

The EPC 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 61.1285(4) of CASR.

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

The activities and manoeuvres, listed in FEH 36.4.6 table 48, mirror the EPC test form and FTM items. They are a paraphrase of the Part 61 MOS Schedule 6 for the EPC.

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

The examiner 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.

\*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 examiner applicant has a clear view of the horizon.

**Note:** \*If the EPC includes simulating/replicating or the conduct of a real LL, AA, NVFR or NVIS flight test, NPC or APC, the examiner applicant must manage simulated engine failures in accordance with the relevant sections of this FEH.

## 36.3 Conduct (ground component)

### 36.3.1 Initial brief to the examiner applicant

In accordance with chapter 3, Adult education and competency-based assessment; the examiner must begin the proficiency check with a brief to the examiner 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 'applicant profile' for the proficiency check scenario(s) where applicable.

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

### 36.3.2 Document review

The examiner must confirm the identity of the examiner applicant for the EPC. 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 must hold a CPL or ATPL of the same category as the aircraft in which the proficiency check is conducted and hold the FER.

**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 examiner applicant's training records for evidence that appropriate remedial training has been successfully carried out with the examiner applicant.

### 36.3.3 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 examiner 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.)

## 36.4 Conduct (flight component)

### 36.4.1 Assessment of the examiner applicant's performance

In the FER context the **examiner applicant** is required to demonstrate competency to assess the performance of the flight test **applicant**.

Where the **examiner** is role playing the flight test **applicant**, they should introduce a range of simulated errors appropriate to a typical flight test applicant.

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 applicant** in assessing the flight test **applicant** in 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.

### 36.4.2 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. passenger carrying private or commercial operation/simulation of passengers)
- the applicant profile where applicable
- the format of the airborne component to ensure that the examiner applicant is in no doubt about what is required
- requirement to de-brief the 'applicant' and 'HOO' where applicable
- pilot in command, including traffic separation roles 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 examiner applicant should be encouraged to ask for clarification should they be uncertain about any of the briefed items.

### 36.4.3 Post-flight debriefing and training organisation debriefing

The examiner applicant should conduct a post-flight debriefing, given to the examiner (role playing the applicant). The examiner applicant should also conduct a training organisation debriefing, given to the examiner (role playing the Head of Operations).

### 36.4.4 Completion of administration requirements

The examiner applicant should demonstrate their ability to perform the proficiency check administration described in Part 61 MOS FER.7 and the Flight Crew Licensing Manual. The examiner may conduct this assessment verbally.

### 36.4.5 Examiner debriefing

The examiner should debrief the examiner applicant at the conclusion of the proficiency check. The debriefing should cover the performance criteria for each phase, as appropriate.

### 36.4.6 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 EPC. Where there are no specific recommendations, 'NSR' is listed in the table against the unit or element.

**Table 48. Assessment of activities and manoeuvres - EPC**

Phase of flight	Requirements	Recommendations
Test specific activities and manoeuvres	(a) Apply the flight test or proficiency check process correctly	NSR

Phase of flight	Requirements	Recommendations
	(b) Conduct and manage the flight test or proficiency check effectively	NSR
	(c) Monitor and record the applicant's performance	NSR
	(d) Manage contingencies and any abnormal or emergency situations	NSR
	(e) Ensure the safe completion of the flight test or proficiency check	NSR
	(f) Evaluate the evidence of the applicant's performance	NSR
	(g) Make assessment decision based on objective evaluation	NSR
Shut down and post-flight	(a)(i) Post-flight test debrief for applicant - advise result, provide feedback on performance and, if applicable, guidance on further training	NSR
	(a)(ii) Post-flight test debrief for applicant - explore opportunities to overcome competency gaps and advise reassessment procedures	NSR
	(b) Post-flight test debrief for HOO - advise training provider of result and provide information to improve training	NSR
	(c) Complete flight test administration	NSR
General requirements	(a) Maintain effective lookout	<p>In most flight tests, 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.</p> <p>The examiner should request a copy of company SOPs to ensure familiarity with standard briefs, work-cycles and procedural techniques.</p>
	(b) Maintain situational awareness	
	(c) Assess situations and make decisions	
	(d) Set priorities and manage tasks	
	(e) Maintain effective communications and interpersonal relationships	
	(f) Recognise and manage threats	



Phase of flight	Requirements	Recommendations
	(g) Recognise and manage errors	
	(h) Recognise and manage undesired aircraft state	

### 36.4.7 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 EPC, 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 examiner applicant to demonstrate NTS2 TEM to avoid the situation where the error becomes safety critical.

The examiner must not give credits for any items of the ground component of the FER flight test if that component of the FER flight test is terminated due to failure of a ground component item.

Where component 1 is completed satisfactorily and the examiner applicant fails an item in component 2, credits may be given for component 1 proficiency check items (EPC knowledge requirements ONLY).

Credits are only valid for one retest.

## 36.5 Complete (post flight)

### 36.5.1 Debriefings

The examiner must debrief the examiner 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 examiner 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.

## 36.5.2 Proficiency check administration

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

- within 14 days after the day of the check, complete the proficiency check report and provide a copy of the report to the examiner applicant, operator and CASA
- 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.