

Glossary

Acronyms and abbreviations

Acronym/abbreviation	Description
AA	Aerial applications
AELP	Aviation English language proficiency
AFM	Aircraft Flight Manual
APC	Aerial Application Rating Proficiency Check
ARN	Aviation reference number
ATC	Air traffic control
ATPL	Air Transport Pilot Licence
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
CAR	<i>Civil Aviation Regulations 1988</i>
CAO	Civil Aviation Order
CPL	Commercial Pilot Licence
CRM	Crew Resource Management
EPC	Examiner Rating Proficiency Check
FDP	Flight Duty Period
FAA TERPS	United States Terminal Instrument Procedures
FEH	Flight Examiner Handbook
FER	Flight Examiner Rating
FERC	Flight Examiner Rating Course
FIR	Flight Instructor Rating
FOI	Flying Operations Inspector
FPC	Flight Instructor Rating Proficiency Check
FRMS	Fatigue Risk Management System
FSTD	Flight Simulation Training Device
FTE	Flight Training Examiner

Acronym/abbreviation	Description
FTM	Flight Test Management
FTO	Flight Test Office
GELP	General English language proficiency
HF	Human Factors
HOO	Head of Operations
IAS	Indicated air speed
ICUS	In command under supervision
IFF	Instrument flight full panel
IFL	Instrument flight limited panel
IMC	Instrument meteorological conditions
IPC	Instrument Rating Proficiency Check
KDR	Knowledge deficiency report
MEL	Minimum Equipment List
MCO	Multi-crew operations
MOS	Manual of Standards
NSR	No specific recommendations
NOTAM	Notice to airmen
NTS	non-technical skills
NPC	NVIS proficiency check
NVFR	Night visual flight rules
NVIS	Night Vision Imaging System
PANS OPS	Procedures for air navigation services – aircraft operations
PC	proficiency check
PPL	Private pilot licence
RPL A	Recreational pilot licence - aeroplane
RPL H	Recreational pilot licence - helicopter
SA	situational awareness
SOP	standard operating procedure

Acronym/abbreviation	Description
TEM	threat and error management
TCAD	Traffic alert and collision avoidance display
TCAS	Traffic alert and collision avoidance system
VFR	Visual flight rules
VMC	Visual meteorological conditions

Definitions

Term	Definition
Applicant	A person who is being assessed during a flight test or proficiency check (PC)
Conduct	Means to take an active role in all phases of an assessment, including pre-flight preparation and briefing, the control and pace of the various sequences, the assessment of the applicant's performance, the debriefing and completion of post- test/proficiency check administration.
Competency standard	The competency standards for a flight test for a flight crew licence with an aircraft category rating, a flight crew rating on a licence, or an endorsement on a rating are as set out in the Appendix in Schedule 5 of the Part 61 MOS that is for the licence, rating or endorsement flight test.
Credit	Any assessable item assessed as satisfactory by an examiner during an examination, recorded as a pass, and taken into account by an examiner during a subsequent test for the grant of the same licence, rating or endorsement, within 28 days. Credits are only valid for one retest
Discontinued	A flight test or PC is discontinued only when it cannot be completed due to circumstances beyond the applicant's control (e.g. no weather forecast, unserviceability) and the flight cannot be completed. If another examiner is nominated to complete a discontinued flight test or PC, the new examiner must notify a new flight test/PC and may apply the credits given by the first examiner within the normal 28-day limit.
Examiner	A person who holds a flight examiner rating with associated flight examiner endorsements or a person approved to conduct flight tests and/or proficiency checks.
Examiner applicant	A person applying for a flight examiner rating, a flight examiner endorsement on a flight examiner rating, or an examiner proficiency check.
Examiner requirements	Specific requirements that examiners must comply with.
Flight component	The activity of assessment involving practical demonstration in an aircraft of the skills and knowledge specified for the requested licence, rating or endorsement.

Term	Definition
Flight examiner rating	A rating on a pilot licence that authorises the holder to conduct flight tests, to grant ratings and endorsements, to conduct proficiency checks and to conduct ELP assessments.
Flight test	A process conducted by an examiner that assesses the applicant's demonstration of knowledge, skills and attitudes for a licence, rating or endorsement and includes ground and flight components. The applicant's performance in the flight test must meet the competency standards mentioned in the Part 61 Manual of Standards for the flight test.
Flight test endorsement	A kind of flight examiner endorsement that authorises the flight examiner rating holder to conduct the flight test activities and proficiency check activities authorised by the flight test endorsement.
Flight test item	A task, manoeuvre or exercise listed on the flight test report.
Flight test notification	Notification given by the examiner to CASA of the examiner's intention to conduct a flight test or proficiency check. The minimum notification period prior to commencement is 24 hours.
Flight test management system	The CASA system used by examiners to notify a flight test or proficiency check and to record the result, including the required examiner, flight test/proficiency check and applicant details.
FSTD approved for the purpose	<p>The examiner should reference, as applicable:</p> <ul style="list-style-type: none"> • the flight simulator Qualification Certificate, issued under regulation 60.035 of CASR • the synthetic trainer Legislative Instrument, issued under CAO 45.0 • the approval for a device that meets the qualification standards prescribed by a Legislative Instrument, issued under regulation 61.045 of CASR • the approval for a device that is qualified (however described) by the NAA of a recognised foreign state <p>The simulator certificate lists the 'Training, Testing and Checking Considerations' and the synthetic trainer instrument lists 'Approvals' and 'Credits'.</p> <p>The FEH flight test/PC chapters identify the CASR Part 61 references that apply to the use of FSTDs. Some flight tests/PCs specify a flight simulator, rather than other types of trainers or devices. The simulator must be level D certified.</p> <p>Also refer to regulation 61.010 of CASR for further definitions.</p>
Ground component	The activity of assessment, completed prior to the flight component, encompassing the knowledge and skills specified for the requested licence, rating or endorsement.
Knowledge deficiency report	A report, prepared when a candidate for an aeronautical knowledge examination gains a score between 51% and 99%, about the competency standards in which the candidate's knowledge is deficient.
May	Used to indicate discretion.

Term	Definition
Must	Used to indicate a mandatory item which is a requirement of the Flight Examiner Handbook.
Proficiency check (PC)	A process conducted by an examiner that assesses the applicant's demonstration of knowledge, skills and attitudes to exercise the privileges of an operational rating on a licence, and which includes ground and flight components. The applicant's performance in the proficiency check must meet the competency standards mentioned in the Part 61 Manual of Standards for the proficiency check.
Revalidation	The administrative action taken with regards to the validity of a rating or approval that allows the holder to continue to exercise the privileges of a rating or approval for a further specified period, consequent upon the fulfilment of specified requirements.
Should	Used to indicate a strong recommendation.
Terminated	A flight test is terminated when the examiner makes a fail assessment.

Revision history

Revisions to this handbook are recorded below in order of most recent first.

Version no	Date	Parts/sections	Details
3.4	February 2024	Chapters 5-36 xx.2.2	Assessment scope and conditions updated
		2.9	Licence and medical certificate guide added including Class 5 Medical
		Chapters 5-36 xx.3.2	Refers to the Licence and medical certificate guide chart in 2.9
		35.2.1	Requirement to use 'live applicants' in examiner rating flight tests when the test is conducted in a flight simulator
3.3	June 2023	1.2	Part 61 MOS
		2.2.1	Proposed development completed
		2.4.2	Editorial
		2.8	English language assessment conditions and procedures
		3.2.7	Knowledge Requirements assessed individually in multi-crew operations
		3.3.2	Errors below critical altitudes not acceptable
		All chapters 5-36	

Version no	Date	Parts/sections	Details
		xx.4.1	Emphasise essential checklist discipline when assessing procedures
		xx.4.2	Traffic roles and responsibilities
		xx.5.1	Debriefing of fail result to include CASR 61.385 implications
		Individual chapters	
		11.2.2	For in-aircraft tests, crew briefing must be conducted FSTD real time flight without repositioning Manual approach without autopilot and flight director Use of auto throttle.
		11.4.3	In-aircraft IFL not in IMC or at night
		12.1	The examiner should hold the aircraft type rating
		12.2.1	ATPL combined with TR Course completion certificates and examiner requirements for combined tests
		12.2.2	Procedures if the applicant does not occupy the normal command seat Manual approach without autopilot and flight director Use of auto throttle For in-aircraft tests, crew briefing must be conducted FSTD real time flight without repositioning
		12.3.2	ATPL and MCC training records, course completion certificate, HOO eligibility certification and medical requirements
		12.4.3	Primary Flight Display redundancy and altered scan for IFL
		13.2.1	ATPL combined with TR Course completion certificates for combined tests
		13.2.2	For in-aircraft tests, crew briefing must be conducted FSTD real time flight without repositioning.

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Version no	Date	Parts/sections	Details
			Manual approach without autopilot and flight director.
	13.3.2		ATPL and MCC training records, course completion certificate, HOO eligibility certification and medical requirements
	17.2.1		Course completion certificates for combined tests
	17.2.2		For in-aircraft tests, crew briefing must be conducted FSTD real time flight without repositioning
	17.3.2		MCC to exercise privileges
	18.2.1		Course completion certificates for combined tests
	18.2.2		FSTD real time flight without repositioning
	19.2.1		Course completion certificates for combined tests
	19.2.2		For in-aircraft tests, crew briefing must be conducted FSTD real time flight without repositioning
	19.3.2		MCC to exercise privileges
	20.2.1		Course completion certificates for combined tests
	20.2.2		For in-aircraft tests, crew briefing must be conducted FSTD real time flight without repositioning
	20.3.2		MCC to exercise privileges
	21.2.2		For in-aircraft tests, crew briefing must be conducted
	22.2.2		Manual approach without autopilot and flight director Published or adjusted minima
	23.2.2		Manual approach without autopilot and flight director FSTD real time flight without repositioning Published or adjusted minima

Version no	Date	Parts/sections	Details
			Use of RNP procedures for 3D approach assessment
		23.2.3	New subsection numbering Updated procedures for IPC partially conducted by a foreign authorised person, allowing remote ground component and removing 10 days' notice.
		23.4.3	Primary Flight Display redundancy and altered scan for IFL Circling approach visibility in FSTD
		23.5.2	Updated route and approach terminology for FTM entry
		24.2.2	Manual approach without autopilot and flight director Published or adjusted minima
		32.3.4	Long briefing requirements for combined tests
		32.5	Section and subsection numbering corrected
		35.2.1	Replaced 'candidate' with 'applicant'
3.2	July 2022	Chapter 2.2	Mandatory requirements and expected experience of applicants for CASA FERC
		Chapter 2.3	CASA Flight Examiner Rating Course design changes
		Chapters 5,6,7,8,9,10	Flight test administration using myCASA portal
3.1	February 2022	Chapter 2	Qualifications and experience
3.0	January 2022	Reverse cover page	Removal of paragraph which stated that FEH was for guidance only.
		Definitions	New definition of Examiner applicant
		Chapter 1.2	Inclusion of MOS head of power to FEH
		Chapter 2	New subparagraphs 2.4, 2.5, 2.6 and 2.7 To address FTM, FRMS, Surveillance and Logging of flight time as Dual or ICUS
		Chapters 8 and 10	Instructions for completing the Flight test form where IFF and IFL are not tested

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Version no	Date	Parts/sections	Details
		Chapters 12 and 13	Addresses new regulations removing KDR requirement for ATPL
		Chapters 11, 12, 22 and 23	New wording for the manually flown approach New wording to address overlay approaches not to be used for ATPL, IR and IPC
		Chapter 22	Use of FSTD not permitted for adding IAP3D
		Tables 15, 17, 19, 24, 38 and 39	Removes the reference to incipient spin, replacing with wing drop at the stall
		Tables 15, 17, 19, 24, 38 and 39	Removes the reference to incipient spin, replacing with wing drop at the stall
		Chapters 35 and 36	Change to Medical class one requirement for examiners to be class 2. New wording to address the new definition of examiner applicant
		All Chapters that require a VFR flight test	Every Chapter has been amended to include by day in VMC under the VFR
		Chapter 26	Removal of reference to Grade 1 and Grade 2 NVIS endorsements
		All Chapters	Assessment of the applicant's performance
2.5	February 2020	p.2	Updated CASA website link for FEH
		Chapter 23 Paras 23.1 and 23.5.2	New requirement to enter route and approach information in FTM
		Para 23.5.2	No paperwork to CASA (FTM only)
		Chapter 33 Paras 33.1 and 33.5.2	New requirement to enter briefing topics and air exercise sequences in FTM
		Para 33.5.2	No paperwork to CASA (FTM only)
		Chapter 34 Paras 34.1 and 34.5.2	New requirement to enter briefing topics and air exercise sequences in FTM
		Para 34.5.2	No paperwork to CASA (FTM only)
2.4	November 2019	Renumber all tables	Not all tables were numbered
		Chapter 23	IPC conducted in an overseas simulator
2.3	September 2019	Chapter 1	Removed references to ATO's

Version no	Date	Parts/sections	Details
		Chapter 2 Para 2.2.1	Include detail on the use of Forms 61-FER and 61-TCO
		Chapter 3 Para 3.3.2	New description for rating accuracy
		Chapter 4 Para 4.2.2	Additional detail added for limitations of vision
		Chapter 5-36 (Conduct flight component – assessment of applicant's performance)	Revised version of assessment of applicant's performance issued
		Chapter 7 table 9	Conduct of precautionary search. Added recommendation
		Chapter 8 Para 8.2.1	Removed use of IFR procedures
		Chapter 9 Table 11	Conduct of precautionary search. Added recommendation
		Chapter 13 Para 13.2.1	Revised recommended airborne planning times
		Chapter 13.2.2	Added UFR activities and manoeuvres are performed in accordance with published procedures
		Para 13.3.2	Additional detail for training requirements
		Chapter 13.2.2	Added UFR activities and manoeuvres are performed in accordance with published procedures
		Para 13.3.2	Additional detail for training requirements
		Table 15	Revised recommendations for conduct of published holding pattern
		Chapter 15 Para 15.2.1	Removed use of IFR procedures
		Chapter 19 Table 21	Revised requirement for manage aircraft system malfunction
		Chapter 20 Table 22	Revised recommendations for limited power take off, approach and landing. Revised recommendations for manage engine failure
		Chapter 22 Para 22.2.2	Additional detail added to assessment scope and conditions

Version no	Date	Parts/sections	Details
		Table 24	Revised recommendations for conduct of publishing holding pattern
		Chapter 23 Para 23.2.2	Additional detail added to assessment scope and conditions
		Para 23.2.2	Added detail for IPC conducted in an overseas simulator
		Table 25	Revised recommendations for conduct of publishing holding pattern Amend requirement for circling approach
		Chapter 24 Para 24.2.2	Additional detail added to assessment scope and conditions
		Chapter 26 Para 26.2.1	Removed use of IFR procedures
		Para 26.2.2	Additional detail added to assessment scope and conditions
		Para 26.4.2	Amend pre-flight briefing detail
		Table 28	Revised recommendations for navigate aircraft en route and full and limited panel UA recovery
		Chapter 27 Para 27.2.1	Removed use if IFR procedures
		Para 27.2.2	Additional detail added to assessment scope and conditions
		Para 27.4.2	Amend pre-flight briefing detail
		Table 29	Revised detail added to assessment scope and conditions
		Table 31	Added recommendation for at low level perform forced landing
		Chapter 30 Para 30.2.2	Additional detail added to assessment scope and conditions
		Table 32	Added detail to recommendation for at low level perform forced landing
		Chapter 31 Para 31.2.2	Additional detail added to assessment scope and conditions
		Para 31.4.5	Added detail to non safety-critical items
		Chapter 32 Para 32.2.2	Additional detail added to assessment scope and conditions

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Version no	Date	Parts/sections	Details
		Para 33.4.4	Added detail to non safety-critical items
		Chapter 34 Para 34.3.6	Removed assessment of flight planning
		Chapter 35 Para 35.2.2	Additional detail added to assessment scope and conditions
		Para 35.4.7	Added detail added non safety-critical items
		Chapter 36 Para 36.2.2	Additional detail added to assessment scope and conditions
		Para 36.4.7	Added detail to non safety-critical items
2.2	August 2019	Chapter 12	Update air transport pilot licence - aeroplane
2.1	July 2018	All	Update IAW new Part 61 Manual of Standards (MOS)
2.0	July 2017	All	Re-issue