



# Flight Examiner Manual

**Module 8 - AOC EXAMINER**

**Examiner Assessment of Competence**

V2021.1

**General Applicable Framework**

<b>Flight rules:</b>	VFR/IFR
<b>Operational rules:</b>	Applicable to the Candidate test
<b>Crew concept:</b>	Applicable to the Candidate test
<b>Equipment:</b>	Aeroplane or FSTD
<b>Applicable type or class:</b>	All
<b>Assessment of Competence (AoC) conducted by:</b>	Inspector or Senior Examiner specifically authorised by the Examiner Applicant's NAA

An Examiner Applicant shall demonstrate their competence to the Inspector or Senior Examiner specifically authorised by the Examiner Applicant's NAA through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought.



# 1. Introduction

The standards of competence of pilots depends to a great extent on the competence of Examiners. This module compliments the standardisation requirements set out in Subpart K of the Aircrew regulation in order to standardise an Examiner Applicant for an initial, revalidation or renewal of an EASA examiner certificate.

This module should be used by the Inspector or Senior Examiner in conjunction with the appropriate FEM module for the test being conducted by the Examiner Applicant.



## 2. Test Administration

An NAA Inspector or Senior Examiner must be specifically tasked by the Examiner Applicant's NAA to conduct the AoC. The Examiner Applicant should provide the Inspector or Senior Examiner with advance information regarding their chosen skill test or proficiency check scenario, including the route to be flown, in order to assess and agree that the planned test is compliant with the relevant Part-FCL appendix test profile.

The Inspector or Senior Examiner should verify the Examiner Applicant's credentials and check documentation such as:

1. Licence, Instructor Certificate and Medical (if applicable)
2. Standardisation course completion certificate (if applicable)



## 3. Inspector or Senior Examiner Briefing

The Inspector or Senior Examiner must brief the following elements to the Examiner Applicant:

- Purpose of the AoC
- Confirm and agree the contents of the test or check to be observed and how it will be achieved.
- Examiner Applicant's PIC responsibility;
- Examiner role-play in normal operations and simulated emergencies
- The Examiner Applicant is expected to display sound judgement, particularly when establishing any abnormal or simulated emergency exercise so that the safety of the flight is never placed in doubt.
- Agree that on completion of the test the Inspector or Senior Examiner and the Examiner Applicant will confer before debriefing or announcing the result of the test to the Candidate. This is to ensure a common assessment standard.
- Remind the Examiner Applicant that the briefing and de-briefing are to be directed to the Candidate. The Inspector or Senior Examiner will emphasise that they will take no part in the conduct of the detail.
- Ask the Examiner Applicant if they have any questions and confirm that they have been adequately briefed.



## 4. Examiner Applicant Flight Briefing

The Examiner Applicant should be allowed to brief the Candidate(s) uninterrupted following the guidance in the appropriate FEM test module. The briefing should include at least the following elements:

- Purpose of the skill test;
- Applicable weather minimum;
- Pass, fail, and partial pass criteria, repeat items option, and examination termination rules;
- Examiner responsibility;
- Freedom for the Candidate to ask questions;
- A safety and emergency briefing for the briefing room, Aircraft or Simulator.



## 5. Oral Examination on Ground

The Inspector or Senior Examiner should be satisfied that the Examiner Applicant demonstrates adequate knowledge of the regulatory requirements associated with the function of an examiner.



## 6. Assessment of Competence

The following tables are designed to give the Inspector or Senior Examiner guidance when assessing the competency of the Examiner Applicant during the AoC. The assessment items are stated in the left column. Expanded guidance and additional explanations are provided in the right column. This will aid the Inspector or Senior Examiner when debriefing the Examiner Applicants performance and analysing each section of the test in relation to specific competencies required for a successful outcome.

Section 1 - Briefing the Candidate		
1	the objective of the flight	
2	licensing checks, as necessary	
3	freedom for the 'candidate' to ask questions	
4	operating procedures to be followed (for example operators manual)	<ul style="list-style-type: none"><li>• The Examiner Applicant gives the candidate time and facilities to prepare for the test flight.</li><li>• Demonstrates an appropriate level of engagement and interaction with the candidate.</li></ul>
5	weather assessment	<ul style="list-style-type: none"><li>• Uses a board or other visual mediums during the briefing.</li></ul>
6	operating capacity of 'candidate' and examiner	<ul style="list-style-type: none"><li>• All briefing items comprehensively and constructively delivered.</li></ul>
7	aims to be identified by 'candidate'	<ul style="list-style-type: none"><li>• Introduces non-technical competency and behavioural markers appropriately.</li></ul>
8	simulated weather assumptions (for example icing and cloud base)	<ul style="list-style-type: none"><li>• Generates a positive and constructive atmosphere.</li></ul>
9	use of screens (if applicable)	<ul style="list-style-type: none"><li>• Answers questions from the Candidate and provides references where applicable.</li></ul>
10	contents of exercise to be performed	<ul style="list-style-type: none"><li>• Invites Questions.</li><li>• Clear structure and clarity of the test profile.</li></ul>
11	agreed speed and handling parameters (e.g. V-speeds, approach minima)	<ul style="list-style-type: none"><li>• Generates a high level of engagement.</li><li>• Defines clearly what is expected of the crew.</li></ul>
12	use of R/T	<ul style="list-style-type: none"><li>• Pass, fail, and partial pass criteria including test limitations</li></ul>
13	respective roles of 'candidate' and examiner (for example during emergency)	<ul style="list-style-type: none"><li>• Appropriate safety and emergency briefing.</li></ul>
14	administrative procedures (for example submission of flight plan).	<ul style="list-style-type: none"><li>• Makes appropriate reference to company behavioural marker scheme if applicable.</li></ul>





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Section 2 - Conduct of Test		
1	involvement of examiner in a MP operating environment	
2	the need to give the 'candidate' precise instructions	<ul style="list-style-type: none"><li>• The Examiner Applicant should maintain the necessary level of communication with the candidate.</li><li>• Comprehensively observes the Candidate's conduct and performance.</li><li>• Makes a comprehensive observation of the candidate's R/T standards.</li></ul>
3	responsibility for safe conduct of the flight	<ul style="list-style-type: none"><li>• Takes clear, accurate and effective notes.</li><li>• Never obstructs or distracts the crew under test, acting intuitively to not impede the efficient conduct of the detail.</li><li>• Does not intervene unless absolutely necessary.</li></ul>
4	intervention by examiner, when necessary	<ul style="list-style-type: none"><li>• Advocates Health &amp; Safety and crew welfare and ensures that this is to the highest standards at all times.</li><li>• In an aircraft – demonstrates the best possible practice to avoid an unsafe situation developing.</li><li>• Correctly sequences failures.</li></ul>
5	use of screens	<ul style="list-style-type: none"><li>• Role play of other agents responsive to crew actions.</li><li>• Flexible where necessary to adjust the test item sequence to optimise time management.</li><li>• Skilled use of Repeats for maximum value of the candidate.</li></ul>
6	liaison with ATC and the need for concise, easily understood intentions	<ul style="list-style-type: none"><li>• Make effective use of available simulator functions and time to create a realistic checking environment.</li><li>• Allows Candidate to demonstrate situational awareness with regard to position and time available.</li></ul>
7	prompting the 'candidate' about required sequence of events (for example following a go-around)	<ul style="list-style-type: none"><li>• Uses flight freezes and repositions appropriately and ensures the crew are aware of their position following the use of these functions.</li><li>• The standard of radiotelephony demonstrated by the Examiner Applicant should be assessed and must be at the high standard.</li></ul>
8	keeping brief, factual and unobtrusive notes	



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### Section 3 - Candidate Assessment

1	questions from the 'candidate'	<ul style="list-style-type: none"><li>• The Examiner Applicant should refer to the flight test tolerances given in the relevant Part-FCL test appendix form.</li><li>• Fully at ease with assessing the required standard and identifying this to the crew.</li></ul>
2	give results of the test and any sections failed	<ul style="list-style-type: none"><li>• Assesses overall competency including non-technical performance with no missed items.</li><li>• Clear and irrefutable evidence gathered to support their assessment.</li><li>• Identifies in-depth root causes of performance.</li></ul>
3	give reasons for failure	<ul style="list-style-type: none"><li>• Assesses areas of good performance as well as areas that require improvement.</li><li>• Comprehensive knowledge of company behavioural markers when making an assessment as applicable.</li></ul>

### Section 4 – Debriefing

1	advise the candidate on how to avoid or correct mistakes	<ul style="list-style-type: none"><li>• The Examiner Applicant should demonstrate the ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items.</li><li>• A balance between friendliness and firmness should be evident.</li><li>• A proficient facilitator always moving the de-brief in the required direction.</li></ul>
2	mention any other points of criticism noted	<ul style="list-style-type: none"><li>• Allows the crew to drive the conversation whilst controlling the debriefing agenda.</li><li>• Integrates company behavioural markers into all aspects of the operation when applicable.</li><li>• Checks understanding and summarises the salient debrief points.</li></ul>
3	give any advice considered helpful	<ul style="list-style-type: none"><li>• Maintains awareness of the Candidate's welfare.</li><li>• Assesses areas of good performance as well as areas that require improvement.</li><li>• Clear understanding of root causes to all actions.</li></ul>



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### Section 5 – Recording of Documentation

1	the relevant test or check form	<ul style="list-style-type: none"><li>• <i>The Examiner applicant should demonstrate the ability to complete the relevant records correctly.</i></li><li>• <i>Demonstrate concise &amp; factual contemporaneous note taking.</i></li><li>• <i>Demonstrates adherence to the Candidates Licencing Authority's forms and requirements.</i></li><li>• <i>Is mindful of their Data Protection responsibilities.</i></li></ul>
2	license entry	
3	notification of failure form	
4	relevant company forms where the examiner has privileges of conducting operator proficiency checks	

### Section 6 – Demonstration of Theoretical Knowledge

1	The Examiner Applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner	<ul style="list-style-type: none"><li>• <i>Excellent standard of regulatory and theoretical knowledge</i></li><li>• <i>The Senior Examiner should assess the level of the examiners knowledge throughout the EAoC and use that assessment to form a judgement.</i></li></ul>
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## **7. Standard of Completion**

Please refer to section 7 of the applicable FEM test module for the test being conducted by the Candidate.



## 8. Competence Assessment Guidance

N/A



## 9. Decision Making Flow Chart

N/A



## 10. Test Debriefing

The Inspector or Senior Examiner will discuss the assessment with the Examiner Applicant before the Candidate is debriefed and informed of the result.

If the Inspector or Senior Examiner agrees with the Examiner Applicant's assessment of the Candidate, the Examiner Applicant should proceed with the de-briefing of the Candidate. If the Examiner Applicant's assessment is different from that of the Inspector or Senior Examiner, the result should be discussed, and the standards explained to the Examiner Applicant.

When the Inspector or Senior Examiner is satisfied that correct assessment standardisation has been agreed, the Examiner Applicant should carry out the de-briefing as per the applicable FEM module and if all other aspects of the assessment are satisfactory the AoC may be assessed as a 'Pass'.

If the Inspector or Senior Examiner is not satisfied that the Examiner Applicant has demonstrated the required standard in the conduct of the entire check or assessment, the Inspector or Senior Examiner should de-brief the Candidate and complete the paperwork.



# 11. Completion of all applicable records

All relevant NAA records must be completed.

For a failed Assessment of Competence, the justification for failure must be printed on the examiner report. The ground for failure must be clear and based on factual evidence. Any re-training recommendation should equally be written in the examiner report.