



CAA approval No.: _____

APPLICATION AND REPORT FORM FOR EXAMINERS ASSESSMENT OF COMPETENCE			
1. Applicant's personal particulars:			
First name(s):			
Last name(s)			
Date of birth:			
Address:			
Phone number:			
E-mail:			
2. Licence details			
Licence type:	CPL <input type="checkbox"/> ; MPL <input type="checkbox"/> ; ATPL <input type="checkbox"/>	Number:	
Class ratings included in the licence:	FI <input type="checkbox"/> ; TRI <input type="checkbox"/> ; CRI <input type="checkbox"/> ; IRI <input type="checkbox"/> ; SFI <input type="checkbox"/>		
Other ratings included in the licence:			
3. Declaration by the Applicant			
I have completed a standardization/refresher course in the prescribed program to obtain the following certification:			
<input type="checkbox"/> FE certificate (according to FCL.1005.FE)	<input type="checkbox"/> CRE certificate (according to FCL.1005.CRE)		
<input type="checkbox"/> FIE certificate (according to FCL.1005.FE)	<input type="checkbox"/> TRE certificate (according to FCL.1005.TRE)		
<input type="checkbox"/> IRE certificate (according to FCL.1005.IRE)	<input type="checkbox"/> SFE s certificate (according to FCL.1005.SFE)		
<input type="checkbox"/> airplane; <input type="checkbox"/> helicopter; <input type="checkbox"/> other: _____ tips: _____			
Applicants name(s) (capital letters):		Signature:	
4. Declaration by the Examiner			
<i>I have tested the applicant according to Part-FCL on <input type="checkbox"/> aircraft <input type="checkbox"/> FSTD</i>			
Details of test:			
Aerodrome or site:		Total flight time:	
Take-off time:		Landing time:	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Partial Pass <input type="checkbox"/>	Reason(s) why, if failed:
Location and date:		SIM of aircraft registration:	
Examiner's certificate number (if applicable):		Type and number of licence:	
Signature of examiner:		Name(s) in capital letters:	

Content of Examiners assessment of competence (according to AMC1 FCL.1020)

Applicant's name(s): _____

BRIEFING THE 'CANDIDATE'	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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The 'candidate' should be given time and facilities to prepare for the test flight. The briefing should cover the following:

- 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);
- 5) weather assessment;
- 6) operating capacity of 'candidate' and examiner;
- 7) aims to be identified by 'candidate';
- 8) simulated weather assumptions (for example icing and cloud base);
- 9) use of screens (if applicable);
- 10) contents of exercise to be performed;
- 11) agreed speed and handling parameters (for example V-speeds, bank angle, approach minima);
- 12) use of R/T;
- 13) respective roles of 'candidate' and examiner (for example during emergency);
- 14) administrative procedures (for example submission of flight plan).

The examiner applicant should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the examiner applicant:

- 1) involvement of examiner in a MP operating environment;
- 2) the need to give the 'candidate' precise instructions;
- 3) responsibility for safe conduct of the flight;
- 4) intervention by examiner, when necessary;
- 5) use of screens;
- 6) liaison with ATC and the need for concise, easily understood intentions;
- 7) prompting the 'candidate' about required sequence of events (for example following a go-around);
- 8) keeping brief, factual and unobtrusive notes.

ASSESSMENT	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
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The examiner applicant should refer to the flight test tolerances given in the relevant skill test. Attention should be paid to the following points:

- 1) questions from the 'candidate';
- 2) give results of the test and any sections failed;
- 3) give reasons for failure

Applicant's name(s): _____

DEBRIEFING	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<p>The examiner applicant should demonstrate to the inspector the ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items. A balance between friendliness and firmness should be evident.</p> <p>The following points should be discussed with the 'candidate', at the applicant's discretion:</p>		
<ol style="list-style-type: none"> 1) advise the candidate on how to avoid or correct mistakes; 2) mention any other points of criticism noted; 3) give any advice considered helpful. 		
RECORDING AND DOCUMENTATION	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<p>The examiner applicant should demonstrate to the inspector the ability to complete the relevant records correctly. These records may be:</p>		
<ol style="list-style-type: none"> 1) the relevant test or check form; 2) licence entry; 3) notification of failure form; 4) relevant company forms where the examiner has privileges of conducting operator proficiency checks. 		
DEMONSTRATION OF THEORETICAL KNOWLEDGE	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<p>The examiner applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.</p>		

GENERAL

The competent authority may nominate either one of its inspectors or a senior examiner to assess the competence of applicants for an examiner certificate.

DEFINITIONS:

“Inspector”: the inspector of the competent authority conducting the examiner competence assessment.

“Examiner applicant”: the person seeking certification as an examiner.

“Candidate”: the person being tested or checked by the examiner applicant. This person may be a pilot for whom the test or check would be required, or the inspector of the competent authority who is conducting the examiner certification acceptance test.

CONDUCT OF THE ASSESSMENT

An inspector of the competent authority or a senior examiner will observe all examiner applicants conducting a test on a 'candidate' in an aircraft for which examiner certificate is sought. Items from the related training course and test or check schedule will be selected by the inspector for examination of the 'candidate' by the examiner applicant. Having agreed with the inspector the content of the test, the examiner applicant will be expected to manage the entire test. This will include briefing, the conduct of the flight, assessment and debriefing of the 'candidate'. The inspector will discuss the assessment with the examiner applicant before the 'candidate' is debriefed and informed of the result.

COMPLETED BY EXAMINER		
FCL.1030(a)(1) I have ensured that communication with the applicant can be established without language barriers.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FCL.1030(a)(2) I have verified that the applicant complies with all the qualification, training and experience requirements in Part-FCL for the issue, revalidation or renewal of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FCL.1030(a)(3) I have made the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FCL.1030(b)(1) I have informed the applicant of the result of the test.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FCL.1030(b)(1) , In the event of a partial pass or fail: I have informed the applicant that he/she may not exercise the privileges of the rating until a full pass has been obtained and detailed any further training requirement and explain the applicant's right of appeal.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FCL.1030(b)(2) in the event of a pass in assessment of competence for revalidation or renewal I endorsed the applicant's licence with the new expiry date of the rating.	<i>Expiry date of current rating:</i>	<i>New rating valid until:</i>
According to FCL.1030(b)(3) I have provided the applicant with a signed report of the assessment of competence.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FCL.1030(b)(3)(ii) I confirm that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, I have record the reasons for this assessment.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FCL.1030 (3)(iv)(v) In the case if the competent authority responsible for the applicant's licence is not the same that issued the examiner's certificate		
I hereby declare that I, _____, have reviewed and applied the relevant national procedures and requirements of the applicant's competent authority contained in version _____ of the Examiner Differences Document .	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I have attached to this report a copy of the examiner certificate containing the scope of my privileges as examiner.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Any comment on, or disagreement with, an examiner's test or check evaluation or assessment made during a debriefing:		
_____ <i>Examiner's Name, Surname / Date / Signature</i>		

COMPLETED BY APPLICANT
I understand and agree with all above mentioned information and have no objections. In the event of a partial pass or fail: I <input type="checkbox"/> agree/ <input type="checkbox"/> disagree for re-examination with the same examiner.
_____ <i>Applicant's Name, Surname / Date / Signature</i>